

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
July 27, 2017**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, July 27, 2017, 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
- Brad Cook, Councilman

Councilman Todd Pipitone was absent.

Motion was made by Mike Lambrix to approve the minutes of the Town Board Meeting which took place on Thursday June 22, 2017.

**MTN:
APPROVE
PREVIOUS
TOWN BOARD
MINUTES**

Second: Jim Brad Cook Vote: 3 Ayes. Carried

ATTENDANCE

Also attending was: Town of Palmyra Clerk to the Assessor Joan Gates, Neil Gates, George Rimmel and his daughter.

ATTENDANCE

HEARING

There was no official hearing this evening.

HEARING

COMMUNICATIONS

A letter from the Garnsey Rd. residents regarding the closed landfill was e-mailed to the board before the meeting and a hard copy was supplied. This letter again questioned who had custodial responsibility for the solid waste containment sites on Garnsey Rd. This letter will be **ATTACHMENT A**

**COMMUNICA-
TIONS**

Supervisor Miller asked that this topic be discussed in executive session later in evening.

PUBLIC INPUT**PUBLIC INPUT**

Mr. George Rimmel, of 2873 Macedon Center Rd, spoke to the Town Board of his concerns with the lack of speed limit signs, and the speed itself, in front of his house. He explained that there were two trailer parks (one on either side of the road) with many children, and he fears for their safety. Discussion ensued, and Councilman Lambrix explained the steps necessary to have the traffic assessment done. Those steps included: 1) circulate neighborhood petition (including within the trailer parks) from beginning to end of speed zone, 2) Present this petition w/ request letter to town, 3) then present same to county and state.

REPORTS OF STANDING COMMITTEES

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

SUPERVISOR REPORTS

1. **Paul Bender to speak regarding McGrath Property:** Mr. Bender requested to address the board regarding the property located at 4712 Tellier Rd. Information and maps were emailed to each of the board members on Monday July 17th for review. Hard copy was also given to the board at the meeting, but Mr. Bender did not appear as he had requested.

2. **Public Water Supply:** In June 2017, the Department of health conducted their annual inspection of the Palmyra South Service Area. The letter that was shared with the board stated that the "water is of good quality and meets all state and federal standards for all parameters tested". There were no violations cited.

3. **Action Security Contract:** Per Supervisor Miller, we are currently not using the security services provided by Action Security, and that agreement should not be renewed and tabled indefinitely.

4. **Community Bank:** An "Amendment to Collateral Agreement" with Community Bank was received and is an agenda item later this evening.

**Human Services: Town Clerk, Archives, and Town Hall Facility -
Councilman Bradley Cook****1. Town Clerk Report for July:****TOWN CLERK OFFICE REPORT TO THE BOARD****JULY 2017**

The Hill Cumorah Pageant cast visited the Town Hall on July 19th, and did an amazing job once again thoroughly cleaning indoors (things that aren't done on a regular basis like mopping gymnasium floor, washing window screens, cleaning all woodwork, etc), washing the town hall sign, and weeding the curbs around the property. A thank you note on behalf of the town was already sent to them. We hope to see them again next year.

Through dog licensing in June, we sold 139 licenses totaling \$1,138.00, misc sales, EZ Passes, marriage licenses, hunting/fishing, code enforcement (including escrow deposits), vital record requests, FOIL requests etc- added an additional \$6,322.91. Total check disbursements for the month of June were \$7,460.91.

Julie Hartman, Records coordinator, and I took advantage of the LNB free shred day that took place here at the Town Hall, and had many boxes of records shredded that met the records retention schedule, saving additional money that was budgeted for annual shredding!

We are beginning to gear up for a busy next few months! It was nice playing catch up, but I have already been coordinating tax figures', banking lists, and forms between the county, assessors, and the school district. August 1st we begin selling our hunting licenses, and by September 1st we begin collecting school taxes.

Heidi and Julie are also continuing to call and locate late dog license owners. We will be preparing the next set of "appearance tickets" this week.

2. Building update: Councilman Cook added that the front doors will be replaced on August 14th, and at the time, the outdoor accessible signs will be moved. Three quotes for painting the Historians office were received and a recommendation to hire Joshua Helfer for the task was given by Councilman Cook. Approval is on the agenda later this evening.

3. Purchase of Computer: The budgeted purchase of a Dell computer for the town clerk office is on the agenda for later in the evening.

4. Privately Owned Airstrip: The town clerk received a letter from the department of transportation regarding the proposed private airstrip at 3000 LeRoy Rd. Mr. Beckenbach was also sent this information from the state, and though it meets the department's standards, he will have to pursue it further and keep the town informed of any developments.

5. Water in Crawl Space below Book Keepers Office: Approximately 3" of standing water was found in the crawl space under the Book Keeper's office (and extends the entire south hall), after a terribly musty/moldy smell had been noticed in the office.

Supervisor Miller asked that this also be talked about in executive session.

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

1. **Highway Department report for July:** Highway Superintendent Mike Boesel was absent, but submitted the following report that covers June 22nd through July 27th, 2017:

**Highway Superintendent Report
For Town Board Meeting
7/27/17**

Since the 06/22/17 meeting we have completed the following work:

- Ditching/Drainage work – Walker Road
- Brushmowing/Treework – S.Creek, P.Gibson, Jagger Roads
- Hot asphalt wedging - Palmer, S.Creek and Quaker Roads
- Inter-municipal Assistance
 - 6/27 - 6/29/17 2 Palmyra trucks to assist WC Hwy with chipsealing
 - 7/20/17 2 Walworth trucks to assist Pal Hwy with surface treating
 - 7/20/17 1 Macedon truck & roller to assist Pal Hwy with surface treating
 - 7/21/17 2 Walworth trucks to assist Pal Hwy with surface treating
 - 7/26/17 1 Walworth grader operator to assist with hot asphalt wedging
 - 7/28/17 4 Palmyra trucks to assist Walworth with milling

Other miscellaneous items include:

- **Galloway Bridge**– This past Monday the NYS DOT downposted the Galloway Bridge from 18 Tons to 14 Tons. For much of the past week there has been a DOT survey crew at the bridge. I have inquired about their intentions but have not heard their future plans for the bridge yet.
- **Summer Road Work** - In late June/early July we started several culvert replacements on Walker Road. We will continue with some additional drainage work on Walker. Also, last Thursday and Friday, July 20-21, we surface treated Fagner Road, S.Creek Road, South P.Gibson Road and Hogback Road. Coming up next week is Jagger Road, North P.Gibson and Palmer Roads. Later in August we will continue with work on the following roadways: Schilling Road (north of Desmith), Quaker Road, S.Creek (between N.Creek/Vault).
- **Rainy summer** – My highway report last year for the July meeting discussed our hot dry weather, but in July 2015 it was all about the severe and rainy weather with multiple short hourly events with over 2-3 inches of rain, with overtime and several days of cleanup. This summer has been back to rain and has been tough to schedule all our projects.
- **Town Hall Front Entrance Project** - The railing was installed in the past 30 days. As soon as the new front door is installed we will re-mark the parking stalls at the front entrance for HC Parking with pavement markings and signage to complete the project.
- **Dog Kennel Project** - The shed has been emptied at Town Hall to start conversion to our new dog kennel. We had met with Gary Rose twice last month to review the interior design. As time permits we hope to continue transforming this space into our new kennel.
- **Highway Facility Issues/Update** - We received an updated project cost from Bluescope on 6/20/17. Over the past week I have met with Paul Rubery twice to discuss our facility project. Yesterday I put together a new calendar of our anticipated project schedule. I spoke with WC Board of Elections this week and in order for us to put our proposition on

the November ballot they need an approved Resolution from the TB/T. Attorney by the end of September. Regarding our existing shop improvements, I have been gathering air ventilation quotes to coincide with our September roof work ready for approval at our August meeting.

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

Councilman Welch offered to answer any question on behalf of Mr. Boesel, and asked how the board would like to proceed with any upcoming highway barn projects. The board was reminded that the few thousand dollars saved in election costs, could help pay for the approximate \$2,000.00 to run the water supply in. After some discussion, it was also commonly felt by the board that the cost of commodities (steel) will be rising, and that an agreement should be made as soon as possible if the project is approved at the election. Mr. Cook suggested that the committee meet first, and then have workshop or special meeting. It was decided (for voting and decision purposes) that there will be a Special Meeting on Monday August 7th at 7 PM at the Town Hall.

The retention pond at the Conifer Property was also discussed. The new owner at 1926 Division St. is not pleased that the water is running into his garage. The property signed off on "the town will provide drainage", and also on one easement to two properties. Councilman Cook would like to request that CEO Pat Sheridan visit them first, and ask the manager of Conifer if they would be willing to do something as a "good neighbor". Supervisor Miller said that this whole subject of drainage in that area be revisited to appease the new owner. It was decided that after the CEO visits, the Supervisor, Councilman Welch and Highway Superintendent Boesel will get together to talk options.

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

1. Telephones- Reimbursement Update: The Town Clerk received a copy of a letter on July 24th from Councilman Pipitone for Mr. Cashman (Astra representative), requesting our refund from the telephone system that was returned months ago. The town clerk sent the letter certified mail on July 25th, but there has been no response received yet. Per board suggestion last meeting, and as written in the June 22nd minutes that were approved earlier in the meeting, "Councilman Lambrix suggested sending a certified letter from the town or our attorney to be sure it is received."

2. Quote from Integrated Systems: Councilman Pipitone, Book Keeper Petra Anderson, and the Town Clerk met with a representative from Integrated Systems on July 13th to discuss the telephone needs of all in the town hall. Each department had input as to what was necessary to do their job, and which phone design worked best for them. A quote was received

from Integrated Systems for a telephone system, but the board asked that the decision for purchase be tabled until Councilman Pipitone was in attendance.

3. Spectrum Contract Update: The new business class representatives met with Supervisor Miller, Book Keeper Petra Anderson, and the Town Clerk earlier in the month to discuss the needs of the building with regards to the possible new phone system and our cloud based server. Discussion ensued. There is no contract negotiation as yet as Spectrum is researching the location of fiber optic cables, and the cost of possibly running it to the town hall. Again, the board asks that this topic be tabled.

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

1. Assessor's Office Report for June:

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR'S OFFICE
JULY 24, 2017**

The Final Roll has been filed with the Town Clerks office before July 1st as prescribed by law. Property owners who filed a grievance with the Board of Assessment Review have until July 31, 2017 to file a small claims application against the Town or an Article 7 if the property is commercial or the home owner does not live on that property. As of today, we have not had any small claims or Article 7 application filed against Palmyra that I am aware of.

The Article 7 action taken by Lor-Co in 2014 is coming to a settlement. It is on your agenda to approve the settlement amount agreed to by both parties legal representation. It is a good settlement for the Town even with the pay backs for the last three years.

We will be submitting a backup to the County on Friday for the school tax purposes.

The agreed upon settlement for Lor-Co that is mentioned is on the agenda for approval later.

2. Sole Assessor position: The position and candidates for the Palmyra Town Assessor will be discussed in executive session, but Mr. Lambrix wanted it to go on record that after carefully examining "each and every application" received for the position, he felt that Joan Gates is the best qualified.

3. Copy of Ad for Clerk to Assessor position: The following is the clerk to the assessor ad for employment that the Assessor produced, which after discussion during Executive Session, may need to be posted, with or without changes. The town clerk and assessor will wait for direction.

The Town of Palmyra, NY is located in Wayne County.

The Town of Palmyra is accepting applications for a part time assessor clerk's position. The Town has approximately 3100 parcels. Hours and salary are negotiable based on experience. You should have working knowledge of Windows Word and Excel with the ability to learn new software that pertains to the job, Pictometry, Apex, GAR property record card software and SDG. Working knowledge of RPSV4 is a plus. Please send letter of interest, including resume, experience, references, salary expectations and town application (available at the Town Clerks Office or online at www.palmyra.com) to: Palmyra Town Supervisor, 1180 Canandaigua Road, Palmyra, NY 14522.

Applications will be accepted thru August 25, 2017.

4. Code Enforcement/Zoning Office Report- July: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members including a list of building permits and certificates of compliance for June 20, 2017 through July 25, 2017. Councilman Lambrix invited all to read it at their leisure.

5. Minutes from Zoning Board Meeting: None provided at this time.

6. Minutes from Planning Board Meeting: None provided at this time.

Information

1. Project Notification WCWSA Regional Wastewater Treatment Plant: A project notification and Lead Agency Designation letter was received from LaBella regarding WCWSA Wastewater Treatment Plant. This was sent to any contiguous towns and as long as the town has no issue with this there is no further action required.

2. Mike Catalano- EMS Advisory Report: Mr. Catalano was not in attendance and there was nothing to report at this time as there was no EMS meeting this month.

3. NYMIR Anti-Harassment Policy: NYMIR offered a copy of a workplace harassment handbook to the member of the town board. The Town clerk will keep it on file for any future reference.

4. Charter Communications: Charter Communications alerted the town that they are raising costs beginning in July 2017. The Broadcast TV surcharge will rise from \$6.05 to \$7.50, and the receivers will rise from \$3.99 to \$4.99.

Agenda Items

1. Approve: Settlement for Lor-Co: Mike Lambrix made the motion to approve and accept the settlement for Lor-Co for a reduction in assessment for 505 West Main St Palmyra NY 14522, from \$600,000.00 to \$500,000.00. (Hancock Eastabrook, LLP will be contacted after the board decision.) Councilman Welch seconded the motion and a roll call vote was requested.

Councilman Welch	Aye
Councilman Lambrix	Aye
Councilman Cook	Aye

Vote: 3 Ayes. Carried

2. Approve: Painting and Repairs in Historians Office: Brad Cook made the motion to approve Joshua Helfer to paint and repair ceiling, prime and paint ceiling, repair corner wall, remove coving from two walls, fill holes & cracks, prime and paint walls, install new base and coving in historians office, not to exceed \$1,050.00, and including all labor & material. This will also include any covering and moving of all furniture.

Second: Mike Lambrix Vote: 3 Ayes. Carried

3. Approve: Approve Resolution #16-2017 Health Insurance Benefits:

Jim Welch made the motion to approve Resolution #16-2017 Health Insurance Benefits. Brad Cook seconded the motion and a roll call vote was requested.

Councilman Welch	Aye
Councilman Lambrix	Aye
Councilman Cook	Aye

Vote: 3 Ayes. Carried

Discussion ensued after the vote, and it was decided that it would be prudent to review these costs during budget time since they felt they hadn't been changed in many years. Supervisor Miller would add this to the budget file for further review and would ask the book keeper for a report as to what everyone contributes, and what the town pays on their behalf. Councilman Welch suggested raising the amount given to those that do not participate in town insurance benefits, with the hope that more people would refuse health insurance paid for by the town. He also pointed out that we do not offer nearly as much incentive as other town's employees that do not participate.

4. Approve: Purchase of Computer for Town Clerk Office: Councilman Cook made the motion to approve the budgeted purchase of Dell Optiplex 3050 MT (mini tower) for town clerk office, not to exceed \$513.00.

Second: Mike Lambrix Vote: 3 Ayes. Carried

5. Approve: Purchase of phone system and contract with Integrated Systems: Mike Lambrix made the motion to **TABLE** the purchase of phone system and contract with Integrated Systems, not to exceed \$11,766.14.

Second: Jim Welch Vote: 3 Ayes. Carried

6. Approve: Supervisor to sign Amendment to the Automated Collateral Pledging System: Brad Cook made the motion to approve the Town Supervisor to sign the Amendment to the Automated Collateral Pledging System (collateral agreement) with Community Bank.

Second: Jim Welch Vote: 3 Ayes. Carried

Motion to approve claims and expenditures: Mike Lambrix made the motion to approve the claims and expenditures for July 2017, including voucher #6973 thru #7063 totaling \$55,684.61.

Second: Jim Welch Vote: 3 Ayes. Carried

Enter Executive Session: At 7:52 PM, Councilman Lambrix made the motion to enter executive session to discuss litigation as well as a particular personnel matter.

Second: Jim Welch Vote: 3 Ayes. Carried

Exit Executive Session: At 8:33 PM, Councilman Lambrix made the motion to exit executive session.

Second: Jim Welch Vote: 3 Ayes. Carried

Motion to Adjourn Meeting: At 8:34 PM, Jim Welch made the motion to adjourn the meeting.

Second: Mike Lambrix

Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

ATTACHMENT A

**Letter from Garnsey Rd Residents Re: Custodial
Responsibility of closed Landfill**

SPECIAL Town Board Meeting and Work Shop
MONDAY August 7, 2017
7:00 PM – PALMYRA TOWN HALL

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