

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
JUNE 25, 2015**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, June 25, 2015, 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

David Nussbaumer, Councilman

Councilman Michael Lambrix was absent.

Councilman Todd J. Pipitone was absent.

Motion was made by David Nussbaumer to approve the minutes of the Town Board meetings of May 28th, 2015, and June 5th, 2015.

**MTN:
APPROVE PREVIOUS TOWN BOARD MINUTES**

Second: Jim Welch

Vote: 3 Ayes. Carried

Also attending was: Mike Woodard, Andrew Lambrix, Scott Bova & Dave Doyle from MRB Group, Mike Catalano & guest, Palmyra Code Enforcement Officer Robert Grier, and Palmyra Highway Superintendent Mike Boesel.

ATTENDANCE

HEARING

There was no official hearing this evening.

HEARING

COMMUNICATIONS

Letters from Marc Carrier, Frank Vascukynas, and Richard Hagar were received and put in the board members mailboxes on March 16, 2015, however, discussion had been tabled the past couple meetings so that the board members would had ample time to review the materials. The final report from the DEC was received by the Town of Palmyra, and Supervisor

FINAL STATEMENT BY SUPERVISOR ADDRESSING RE: LANDFILL

Miller read the following statement and asked that it be included in the minutes:

“After review of all information, evidence provided, and the report (Dated: May 1st, 2015) from the NYSDEC, the Palmyra Town Board and the NYSDEC concludes that the Garnsey Rd. Landfill was closed in accordance to the existing DEC requirements. The Palmyra Highway Superintendent will follow-up on the recommendations provided by the NYSDEC to the town and schedule appropriate maintenance items. Any additional inquires should be submitted in writing to the NYSDEC or the Town of Palmyra’s Legal Council.”

*June 25th, 2015
Kenneth Miller
Supervisor, Town of Palmyra*

The original, signed statement will be **ATTACHMENT A**

**PUBLIC INPUT-
NONE**

PUBLIC INPUT - None

GUEST SPEAKERS

John Frederick, General Contractor from JFB Construction, was scheduled to discuss a quote for repairing the Town Hall areas that had water damage. He was unable to attend, and will reschedule for another day.

**MRB GROUP TO
DISCUSS
POSSIBLE PLAN
FOR NEW
HIGHWAY
FACILITY**

Dave Doyle and Scott Bova, Director of Architecture, were in attendance and presented the board with some preliminary plans for a new highway facility. After evaluating the existing site they developed three different scenarios with each of their advantages, disadvantages, and preliminary costs. These plans will be **ATTACHEMENT B**.

The first plan (Site Option 1A), required minimal demolition, and included building a new highway garage that would fit all vehicles in a heated structure. Some advantages include: minimal site improvements required, minimal demolition and site preparation, existing utility services available at site, least expensive upfront costs, and the opportunity for phased construction. The disadvantages included: demolition of main storage building, potential hazardous material removal, grade issues requiring fill material/retaining wall, space constraints with no flexibility for expansion in the future and that the highway department would still have to operate under numerous roofs. The estimated construction total would be \$1,545,500 for this plan, not taking into consideration any in kind service that could be done by the highway crew.

The second plan (Site Option 1B), includes an all new building construction-all under one roof. The advantages include: minimal site improvements required, the new building and pad would fit at the existing location,

existing utility services would be available at the site, and an additional drive-thru option could be available. This plan would include a garage bay area of 110'x130', with a 2000 sq ft office. Some of the disadvantages include: more demolition/excavation requirements, potential hazardous material removal, grade issues requiring fill material/retaining wall, inability to keep current office functioning during construction and therefore would have to work out temporary facility. Discussion ensued regarding methods of heating and of a water and oil separator. The estimated construction cost for this plan is \$2,266,000, again not taking into consideration any in kind service that could be done by the highway crew.

The final plan that was discussed (Site Option 2), would move the entire highway department across the street, closer to the canal. This 110'x130' building with 2000 sq ft office would be a fully drive thru building and the town would also have the other barns if needed (as long as they are kept up). Advantages also include: all new construction with all elements under one roof, a natural buffer for neighbors so they are not looking at the barns and the highway department would have a new identity and presence. Disadvantages include: difficulty in continuing highway auction as it has been done for years, new utility services would be required, more than one acre would be disturbed (requiring SEQR), loss of some yard storage areas, and more site improvement/ storm water management required. The estimated construction cost for this scenario is \$2,359,500.

Further discussion ensued, and Mr. Bova suggested that the Highway Superintendent, as well as Supervisor and Board Members, visit the Phelps Highway Facility that is currently under construction. Councilman Welch encouraged Supervisor Miller to seek out any funding that may be available thru state and federal grants.

Highway Superintendent Mike Boesel thanked the gentleman from the MRB Group for presenting these options, and thanked the Palmyra Town Board members for entertaining these options.

REPORTS OF STANDING COMMITTEES

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

MTN: REOPEN
DISCUSSION OF SICK
DAY POLICY

1. Sick Day Policy – Clarification (had been tabled at the April meeting):
This topic was originally tabled at March meeting, and Supervisor Miller had asked that it be kept tabled until this meeting of the Town Board. Councilman Nussbaumer made the motion to reopen this discussion.

Second: Jim Welch

Vote: 3 Ayes. Carried

MTN: REMOVE DISCUSSION OF SICK DAY POLICY FROM AGENDA AT THIS TIME

At this time, Mr. Miller suggested that two things need to be addressed before any decisions are made. First, an effort needs to be put into the sick day policy, perhaps the need for a doctor’s excuse after four consecutive days of absence, and secondly notification of vacations of a week or more. Mr. Miller asked the board members to contemplate different options. Dave Nussbaumer made the motion to remove this topic from the agenda at this time.

Second: Jim Welch

Vote: 3 Ayes. Carried

MTN: RETURN TO TOPIC OF AMENDING THE INTER-MUNICIPAL AGREEMENT WITH VILLAGE

2. Possible Amendment to the Inter-municipal Agreement for Administration, Maintenance and Repair of the Village Highway System (had been tabled at the April meeting): Before the March 2015 meeting, the Village Board had approached the Town Board of the Town of Palmyra, and asked for a change in the way that they fund repairs of their vehicles. Jim Welch made the motion to return to this topic for discussion.

Second: Dave Nussbaumer

Vote: 3 Ayes. Carried

Supervisor Miller explained that there is no other change other than the way we receive payment from the Village of Palmyra for repairs, which should save the town a great deal of money. This agreement would begin July 1st, 2015, and have the same expiration date of May 31, 2017 as the original agreement had. This will be voted on later in the evening.

FOIL REQUEST ANSWER RECEIVED FROM ALBANY A YEAR LATER!

3. FOIL Request to Albany from August 15, 2014: Supervisor Miller asked that it be noted that a FOIL request was sent to NYS Police regarding an incident report from July 24, 2014. It was finally answered on May 27, 2015!!! Mr. Miller wanted this noted as we are required by law to respond within days of receiving a Foil request, and that they were kind enough to waive the fee as they were not at all timely!

FARM BUREAU NY

4. Farm Bureau New York: Supervisor Miller will be asking approval later this evening to join the Farm Bureau of NY at a special rate of \$99 for two years. He explained that many of the Supervisors in our county are members as farming and agriculture is such an integral part of our town.

DEPT. OF HEALTH WATER VIOLATION

5. Department of Health Water Violation: A letter of violation was shared with the board from the Department of Health citing a slight presence of Trihalomethanes in the routine samples taken. The Town Clerk contacted the Wayne County Water and Sewer Department, and was informed that not only had the issue already been resolved, but notification letters were sent to all customers on that particular public water system.

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

1. Town Clerk Office Report for June:

TOWN CLERK OFFICE REPORT TO THE BOARD
JUNE 2015

Business is as usual, and running smoothly in the Town Clerk’s office, therefore there is not much to report for this month.

Through dog licensing in May, we sold 97 licenses totaling \$781.00, misc sales, EZ Passes, (which are selling well!), marriage licenses, hunting/fishing, vital record requests, etc-added an additional \$3034.42. Total check disbursements for the month of May were \$3815.42.

Because of ongoing issues with the Wayne County printing department, I was forced to investigate the printing of 5000 envelopes from a different source. I received quotes from Sunrise Imaging, Wayne ARC, and Phoenix Reprographics in Rochester. The cost at the latter was 1/3 the cost locally, so I am asking approval to use them later this evening.

The new DECALS (NYS Hunting and Fishing) website is up and running and so far seems to be a change for the better! We no longer need to scroll thru numerous pages to sell licenses to patrons that are already in the system, which not only saves time, but frustration for those waiting.

Lastly, “Free Fishing” for all in New York State is this coming June 27 & 28, 2015. No licensing is required for anyone of any age!

**TOWN CLERK
OFFICE REPORT FOR
JUNE**

2. Town Court to Purchase Scanner: The Palmyra Town Court Clerk recently purchased software with village funds to scan documents and automatically attach them to case file cases. This process will make locating cases and storage much easier. The clerk will be requesting to make a budgeted purchase of a scanner for \$480.00 later this evening.

**TOWN COURT
SCANNER PURCHASE**

Public Works—Highway Department, Equipment, Facilities: James Welch, Chairman

1. Highway Department report for June: Highway Superintendent Mike Boesel submitted the following report from May 28th, 2015 through June 25th, 2015.

**Highway Superintendent Report
For Town Board Meeting
6/25/15**

**HIGHWAY
DEPARTMENT
REPORT FOR JUNE**

Since the 5/28/15 Town Board meeting we have completed the following work:

- Drainage work – Port Gibson Road, Walker Road
- Inter-municipal Assistance

REGULAR TOWN BOARD MEETING

June 25, 2015

- o 6/11/15 2 Walworth & 2 Marion trucks to Palmyra for paving on Temple Rd
- o 6/12/15 2 Walworth trucks to Palmyra for paving shoulders on Temple Rd

HIGHWAY DEPARTMENT REPORT CONTINUED

- **Rainy Weather** – Steady rains in early/mid June caused us to almost daily patrol and sweep several areas around the Town. Areas of the south side of Palmyra and the Hogback, Floodman, Palmer Road areas seemed to be the hardest hit areas. We also did some ditching on Walker Road and Port Gibson Road to help drainage issues in these areas.
- **Training** – From 6/1/15 – 6/3/15 I attended Annual Highway School in Ithaca, NY. I have been on the Highway School Planning Committee for the past several years. Some of the sessions I attended were as follows: Initial Emergency Response for Local Highway Superintendents, . Invasive Species and Highways, Roads by Use, A Celebration of the Past / Roads Scholar Awards, Legal & Regulatory Panel.
- **Fall Highway Conference** – Our 86th Annual Fall Highway Conference and Expo is scheduled for September 15-18 at the Saratoga Hilton in Saratoga Springs, NY. I am requesting permission to attend the conference at a cost of \$500.00 which includes registration and all meals. This is budgeted annually.
- **Surface Treating** - Starting today thru early next week I have Suit-Kote slurry sealing many of our subdivision areas including Clover, Meadow, Wheel-in-Circle, Betty, Bonnie, Arthurton, Bear Hill, Rolfe, East and West Streets. Later this summer we are also looking at more roadwork for Temple, Division, Walker, Hogback, Galloway, Hazen.
- **Quaker Road** - Yesterday morning after much investigation and analysis in conjunction with WC Highway staff, and WC Sheriff's and NYS Trooper accident reports, the WC Sign Crew worked with our crews to install new chevron curve signs on Quaker Road between Maple and Daansen Roads. **A picture is below.**
- **Village Grant Application Support** - The fifth round of CFA Grants through NYS DOS is open and I have been working with the Village Board on submitting 2 grant applications by July 31st. Similar to the support letter request the TB provided for the Village's TAP Grant last June, I am requesting on behalf of the VB, for the TB to provide another letter of support for this years CFA Grant submittal. It's the same project as last year that we trying to get funding for. More info to be provided at the meeting.

VILLAGE GRANT APP.SUPPORT

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

QUAKER RD. CHEVRON ROAD SIGNS



Mr. Boesel added that the crew has been working on the new boat launch parking lot (**map is ATTACHMENT C**) at the end of Park Dr., and would like to request a letter of support for the villages search for grants to continue working on the nice additions to what is already there. Discussion continued, and Councilman Welch made the motion to write a letter of support on behalf of the village to obtain possible grants from the state.

**MTN: APPROVE
WRITING LETTER OF
SUPPORT FOR
VILLAGE GRANT
FOR CANAL TRAIL
AND TERMINAL
WALL EXTENSION**

Second: Dave Nussbaumer

Vote: 3 Ayes. Carried

Boesel thanked the board and offered to forward information for the letters of support for the grants that may be available for the *Palmyra Canal Trail and Terminal Wall Extension* thru the Environmental Protection Fund (EPC) and the NYS Canal Corporation.

2. Arcadia Janitorial Services: The Wayne ARC Cleaning Service will begin cleaning the Highway Facility (as well as Town Hall) beginning the first week of July. Supervisor Miller will be asking permission to sign the agreement later this evening.

**ARCADIA
JANITORIAL
SERVICES**

3. Fall Highway School: The 86th Fall Highway Conference is scheduled for September 15-18, 2015, in Saratoga Springs. The Highway Superintendent will be asking for approval to attend later this evening. This conference was included in the highway budget.

**FALL HIGHWAY
SCHOOL**

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

1. Town Hall Items: In Mr. Pipitone’s absence, Supervisor Miller briefly explained a proposal from Lang Heating and Cooling to replace the furnace at the south end of the building. The unit that was quoted is a Lennox ML195DF down flow single stage heating unit rated at 95% AFUE installed complete, for \$3695.00. An additional option was quoted to install two heat zones and a two stage furnace for an additional \$3295.00. He will as for approval later this evening.

**TOWN HALL
ITEMS:REPLACE
HEATING UNIT**

2. Arcadia Janitorial Services: The Wayne ARC Cleaning Service will begin cleaning the Town Hall (as well as Highway Facility) beginning the first week of July. Supervisor Miller will be asking permission to sign the agreement later this evening.

3. Blue Rock Energy: Representatives from Blue Rock Energy will be in attendance at the July 2015 town board meeting to address any further questions regarding the quotes provided previously.

BLUE ROCK ENERGY

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

NO ASSESSOR'S
REPORT FOR JUNE

1. **Assessor's Office Report for June:** Assessor Elaine Herman is on vacation and this month's report will be included in July.

JUNE CODE
ENFORCEMENT
REPORT

2. **Code Enforcement/Zoning Office Report- June:** Code Enforcement Officer Bob Grier submitted a report to the Board Members including a list of building permits and certificates of compliance for Jan. 1 through June 25, 2015.

NO ZONING BOARD
MEETING

3. **Zoning Board Meeting in June:** There was no meeting of the Zoning Board in the month of June 2015.

PLANNING BOARD
MINUTES

4. **Planning Board Meeting on June 8th:** Minutes from the June 8th Planning Board meeting were shared with the board.

HIRING OF CEO

5. **Hiring of Clerk for CEO Office:** Councilman Nussbaumer welcomed our new Code Enforcement Officer, Daniel Delpriore that will be starting on July 1st. Additional help is needed in the code office, but Supervisor Miller suggested that Bob Grier train Mr. Delpriore before hiring any additional help.

NYS INITIATIVE
GRANT

6. **NYS Sun Initiative-** This topic is follow up from last meeting regarding *Solar Powering NYS*. Councilman Nussbaumer asked CEO Grier if he had the opportunity to review the information. Grier stated that our current law for solar power follows the same regulations. It was agreed that Mr. Miller would follow up with NYS to see if the \$2500 was still available to the town if we pass a resolution for solar power in Palmyra.

WAYNE COUNTY
ASSESSOR'S
VALUATION FACTOR
FILES

7. **Wayne County Assessor's Association- Valuation Factor Files-** The State previously maintained Valuation Factor Files for use in setting assessment values. However, because of staff changes, this task will now be handled and funded locally (yet another unfunded mandate!). The association has agreed to pay \$2000 of the \$3500, with the additional being paid by each town. Supervisor Miller requested this item be revisited next month, so that more information can be found out. One concern is that if not all towns will "pitch in", the cost per town will be much higher.

1. **EMS Advisory Board:** Mike Catalano reported that there were 60 calls so far for June, with only two calls being let go to other ambulances. The discussion that Mr. Miller had with Finger Lakes Ambulance earlier in the year, along with some location changes, seemed to help quite a bit with regards to response time. On July 6th, the radios will be worked on for tones, and the Fingerlakes EMS Council is proposing offering advanced first aid rather than just EMT training as it will be less expensive and require far less training.
2. **Wayne County Fair Parade:** The Town Clerk shared information regarding the Wayne County Fair Parade that will take place on Friday August 14th, beginning at 7pm.
3. **Proposed Plan for 911 Center:** The proposed plan for relocation of the new Wayne County 911 Center will be available for review in the town clerk's office. Mr. Catalano stated that the back-up center will then be located in the current bunker once the water and mold issues are addressed.
4. **Wayne County Water Quality Strategy:** Wayne County has devised a five year plan for water quality, and this plan will be available for review in the town clerk's office.
5. **Wayne County Sherriff's Office:** There were five reports/press releases shared with the board: a summary of calls/tickets month to date, "Fireworks are Dangerous" press release, "July 4th Holiday DWI Crackdown" press release, a press release announcing the promotion of Sgt. James Miller to rank of Lieutenant, and a press release announcing the promotion of Lieutenant Jeffrey Fosdick to rank of Major in charge of the Sheriff's Office Jail and Court Security.
6. **VOA Closing its Doors:** A letter from the Volunteers of America was received announcing that the organization made the decision to close all thrift stores and recycling operations, and concentrate their efforts more fully on the delivery of their mission related programs. They will be closing their doors of the Rt 31 location in Palmyra at the end of September 2015.
7. **Temporary Closing of Macedon Center Rd:** Wayne County Public Works sent notice that they will be closing Macedon Center Rd between Daansen Rd and Maple Ave on July 6th and begin a bridge

EMS ADVISORY
BOARD

WC FAIR PARADE

PROPOSED 911
FACILITY

WC WATER 5 YR
STRATEGY

WC SHERIFF'S
REPORTS AND
PRESS RELEASES

VOA CLOSING
DOORS TO THRIFT
STORES AND
RECYCLING

TEMP.
CLOSING/DETOUR
ON MACEDON CTR.

replacement project. A detour will be signed to follow Daansen, Haak, and Maple (North loop). The project is set to take approximately six weeks.

AGENDA ITEMS

**MTN: APPROVE
SUPERVISOR TO
MEMBER OF FARM
BUREAU**

1. **Approve: Supervisor to become Member of Farm Bureau:** Dave Nussbaumer made the motion to allow Supervisor Miller to become a member of the Farm Bureau not to exceed the special rate of \$99.00 for two years. Jim Welch asked how often they meet and if we are tax exempt. Supervisor Miller explained that they meet once a month, and yes, we are tax exempt.

Second: James Welch

Vote: 3 Ayes. Carried.

**MTN: APPROVE
SUPERVISOR TO
SIGN JANITORIAL
AGREEMENTS**

2. **Approve: Supervisor to Sign Janitorial Agreements.:** Dave Nussbaumer made the motion to approve the Supervisor to sign janitorial agreements with Arcadia Janitorial Services (Wayne ARC) as specified for Town Hall not to exceed \$461.85 per month, and as specified for the Highway Department not to exceed \$121.51 per month.

Second: James Welch

Vote: 3 Ayes. Carried.

The Supervisor added that this will be a cost savings for the town, and that they will cut back on cleaning at the highway facility if needed.

**MTN: APPROVE
COURT CLERK
PURCHASE OF
SCANNER**

3. **Approve: Court Clerk Purchase of Scanner:** Dave Nussbaumer made the motion to allow the Court clerk to purchase Fujitsu ScanSnap iX500 Desktop Scanner not to exceed \$480.00. This is a budgeted purchase.

Second: James Welch

Vote: 3 Ayes. Carried.

**MTN: APPROVE
AMENDMENT TO
INTERMUNICIPAL
AGREEMENT FOR
HIGHWAY SYSTEM
W/ VILLAGE**

4. **Approve: Amendment to Intermunicipal Agreement:** Jim Welch made the motion to allow Supervisor Miller to sign the Amendment to the Intermunicipal Agreement for Administration, Maintenance, and Repair of the Village Highway System, with the agreement beginning on July 1st, 2015 and ending May 31st, 2017.

Second: Dave Nussbaumer

Vote: 3 Ayes. Carried.

