

**HEARING AND REGULAR MEETING OF THE TOWN BOARD  
Palmyra Town Hall  
May 24, 2018**

**Public Hearing:** At 7:02 PM Supervisor Miller opened the Public Hearing to discuss and consider comments regarding the proposed renewal of the cable television franchise agreement between the town and Charter Communications. The Town Clerk read the following legal notice:

**The following legal notice was prepared, posted at the Town Hall and published in the Town's official newspaper:**

**LEGAL NOTICE**

**TOWN OF PALMYRA  
NOTICE OF PUBLIC HEARING**

**PLEASE TAKE NOTICE** that a public hearing will be held by the Town Board of the Town of Palmyra on the 24th day of May, 2018 at 7 p.m. at the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York, to hear and consider comments from the public in regard to renewal of the cable television franchise agreement by and between the Town of Palmyra and Time Warner Cable Northeast LLC, locally known as Charter Communications.

Copies of the entire agreement are available for public inspection at the Town Clerk's Office during regular business hours.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF PALMYRA**  
Irene Unterborn, Town Clerk  
Dated: May 15, 2018

**Open Public Hearing:**

Upon roll call, the following Board members were present:

Kenneth Miller, Supervisor  
James Welch, Deputy Supervisor  
Michael Lambrix, Councilman  
Todd Pipitone, Councilman  
Bradley Cook, Councilman

**Close Public Hearing:** Supervisor Miller remarked that there was no change to the contract that has been rolling for the past 8 yrs, and asked if there was any public input. He then again asked if there was anyone that would like to speak, or if the board had any questions. Without any questions or comments from those in attendance, Supervisor Miller closed the public hearing at 7:05 PM.

**OPEN REGULAR MEETING**

At 7:06 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, May 24, 2018, at the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York.

Supervisor Miller led those present in the Pledge of Allegiance to the Flag.

Todd Pipitone made the motion to approve the minutes from the Town Board Meeting on April 26, 2018.

Second: Jim Welch                      Vote: 4 Ayes. Carried

Todd Pipitone made the motion to approval of Minutes from the Special Town Board Meeting on May 1, 2018

Second: Mike Lambrix                      Vote: 4 Ayes. Carried

**ATTENDANCE**

Also attending was: Marc Carrier, Mirande Meyer, Frank VasCukynas Highway Superintendent Mike Boesel, Gerald East, Brent Colf, Hannah Dentel, and Mike Woodard.

**COMMUNICATIONS**

None received prior to meeting.

**PUBLIC INPUT**

Gerald East requested to speak to the board regarding out of district water service at 3341 Shilling Road. Discussion ensued and the board said they would have no concerns as long as: 1) the expense of the hookup fell completely to the owner, 2) there was a meter and shut off put at the Rt. 21 union, and 3) whoever the owner may be agrees that if and when a water hookup goes down Shilling Road, they must abandon Rt. 21 hookup and hook into Shilling at their expense. Also, the deed to 3330 Shilling Rd must have permanent easement for this across the property. The written request from Mr. East will become **ATTACHMENT A.**

Mr. Miller will contact Jason at the water department to see what is needed from board to begin application process.

**Reports of Standing Committees**

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

**1. Agreement between Town of Palmyra, Village of Palmyra and Community Center:** Supervisor Miller will be taking the agreement to the Community center that was previously approved but never signed, the town clerk will make sure that the village signs, and that all parties receive completed copies.

**2. Emergency Medical Services Week:** Emergency Medical Services week proclamation to be approved later in meeting.

**3. Memorandum of Agreement for Sewer Treatment Facility:** Supervisor Miller will be meeting with Marty Amman from Wayne County Water and Sewer Authority (WCWSA), regarding a new sewer treatment facility that will be located in the village of Palmyra, but shared by Macedon, Marion, Village of Palmyra, as well as our town, that has about 150 out of district users. Our town counsel feels there is a benefit to our town residents as they would be considered equal and would no longer have to pay a premium. There is also a great deal of grant money available if the town agrees to support the project. Because of the time restraint with this Federal Funding, Mr. Miller is asking permission to sign the agreement once Paul Rubery (town counsel), has approved it. Councilman Cook requested that Marty Amman come to a board meeting to bring the board up to date. Mr. Miller will contact him.

**4. Bank:** Supervisor Miller and Book keeper Petra Anderson have continued to meet with local banks to find the best rates, and are still reviewing the materials from Lyons National Bank and Canandaigua Bank.

**Human Services: Town Clerk, Archives, and Town Hall Facility - Councilman Bradley Cook**

**1. Town Clerk Report for April and May:**

**Town Clerk Office Report  
April & May 2018**

We finished the month of March having collected \$4,135,976.70 of the original Town & County Tax Warrant of \$4,535,021.74. The Town's share, this year, of the penalties paid was \$5,358.00. Since the warrant was more than \$300,000.00 less this year (which is a good thing!), the penalties paid (town's share) was less.

## HEARING & REGULAR TOWN BOARD MEETING

May 24, 2018

Through dog licensing in March 2018, we sold 191 licenses totaling \$1,478.00, misc sales, marriage licenses, hunting/fishing, vital record requests, EZ-Pass, zoning etc- added an additional \$3,102.00. Total check disbursements for the month of March were \$4,580.00.

Through dog licensing in April 2018, we sold 119 licenses totaling \$968.00, misc sales, marriage licenses, hunting/fishing, vital record requests, EZ-Pass, zoning etc- added an additional \$4,174.00. Total check disbursements for the month of March were \$5,142.00.

I attended the 36th Annual NYS Town Clerk Association Conference on April 22- 25, 2018 in Albany, NY. I was able to participate in the following:

NYSTCA Annual Business Meeting, Committee on Open Government (FOIL Requests), Ins and outs of Minutes, NYS Decals Updates and Changes, Freedom of Information Law, Electronic Death Registration, Relationship of Assessor and Town Clerk, Open Government Round Table, Using MU1 Schedule, Reporting Elected and Appointed Officials to NYS and Local Retirement System.

Unfortunately, there were many other classes that I wish we could have attended, but it is impossible as they occur simultaneously. I did try to grab as much written information from those other classes, but due to NYS budget restraints they did not have as much printed material. The Town Clerks will share information with each other at our next county meeting in June. A big thank you to Heidi and Julie for running the office so smoothly while I was gone!

A reminder to the board - we need to schedule our annual Workplace Violence and Sexual Harassment training from NYMIR.

Thank you to the members of the highway department that came to the town hall and picked up the surplus items to be put in the Municipal Highway Auction that took place on Saturday May 12, 2018.

Supervisor Miller will schedule the Workplace Violence and Sexual Harassment training for the Town employees.

**2. Traffic Conditions on Macedon Center Road:** Acknowledgement was received in the Town Clerk Office from Department of Transportation that they have investigated traffic conditions on Macedon Center Road, between Daansen Rd. and Maple Ave., and have determined that a reduction of speed limit is not warranted at this time. Mr. Miller will contact Senator Helmings office and send Mr.Himel (who petitioned for the change) a letter informing them of the DOT decision.

**3. Town clerk will be absent from June Meeting:** Reminder that the Town Clerk will not be in attendance at the June meeting (the deputy town clerk will be there), and asks that agenda items and information please be given to clerk by Thursday June 21, 2018, if possible.

**4. Air Conditioner Servicing Needed:** The clerk pointed out that air conditioner servicing/cleaning is needed especially for the archive rooms. The clerk will send the previous company / contract used to Councilman Cook so that he can schedule servicing.

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

1. **Highway Department report for May:** Highway Superintendent Mike Boesel submitted the following report that covers April 26th through May 23<sup>rd</sup>, 2018:

**Highway Superintendent Report  
For Town Board Meeting  
5/23/18**

Since the 4/26/18 Town Board meeting we have completed the following work:

- Brushmowing - Floodman Road and all guiderail locations.
- Drainage/ditching work – Garnsey Road, Jeffery Road, Floodman Road
- Cut Shoulders – Floodman Road
- Wedging – Harris Road, Schilling Road, Floodman Road, Garnsey Road
- **Palmyra Municipal Auction** – May 12<sup>th</sup> we held our 33rd Palmyra Municipal Auction. The Auction was again smaller than years past, but still a success. Total sales were over \$2.68 Million (down from \$2.87M), 498 Lots (down from 504), 648 registered onsite bidders (down from 747) plus there were 879 approved online bidders plus some additional watching online. Our Bobcat Skidsteer exceeded our price guarantee selling for \$32k. However, the surplus items brought from Town Hall sold for only \$5.00 total.
- **Personnel** –
  - Chris Bratt started back mowing with us on 5/8/18
  - Gerald East started back with us on 5/15/18
- **Winter Summary** – We ended the winter season with 109 trips out of the barn and utilized approximately 2064 tons of our 2400-ton allotment, which is approximately 86% of our requested allotment. My new salt allotment was due on 5/1/18 and I bumped it up to 2600 tons for 2018-19. We still have approximately \$33.5K unexpended to use for the remainder of the Town fiscal year, which would get us ~700 tons to help refill the barns.
- **Fleet Maintenance** – Tuesday 5/1/18 we finally started taking sanders, plows and wings off trucks and prepping them for summer storage. I believe this might be the latest during my career we have had to keep trucks outfitted in winter mode. Tailgates were also reinstalled on 5/1 and tarps on 5/15 immediately following the auction.
- **Training** - On Tuesday 5/8/18, the entire crew attended a free brake certification training class hosted at the Wayne County Highway Department.
- **Truck Barn Project** - On 4/26/18, LeFrois crews installed 2” foam board around the perimeter of the interior block foundation wall and backfilled. We also worked with the LeFrois crew to install a 6” SDR35 storm conduit around the exterior foundation wall for future transmittal and collection of downspouts. On 4/27 we assisted LeFrois crews in hauling material from the front of barn to the back of barn while they also worked on setting anchor bolts and eventually poured the concrete piers. Not much work occurred thereafter due to 7+day concrete break period. After the Auction on 5/14, LeFrois crews started erecting the steel columns on the concrete piers. Every day since, more steel has been erected. They plan to start placing the roof panels late this week and all next week. Insulation will be installed in conjunction with the roof install. Sidewalls will follow in the coming weeks thru June. Concrete floor is tentative for early July.

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

Supervisor Miller commented that he has reviewed the financial spreadsheet so far for the Heated Highway Facility and that things are progressing well. So far there has been approximately \$300,000.00 spent with approximately \$460,000.00 left budgeted to spend on the project.

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

**1. Integrated Systems Quote for Cat6 Cables and Installation:** The town received a quote of \$2,999.00 from Integrated for Cat6 Cables and Installation that is on the agenda for approval later. There have been printer issues in Code and the Assessors office, and this will make the printers run thru the network. Supervisor Miller alerted Councilman Cook that the running of these cables from the server room to the other side of the building will come out of the building expense budget. The board asked what has been spent on Integrated Systems every time the printers have gone down. Mr. Miller said he will pull the report and tell the board at the next meeting.

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

**- Councilman Michael Lambrix**

**1. Assessor's Office Report for May:**

**REPORT TO THE TOWN BOARD  
FROM THE ASSESSOR'S OFFICE  
MAY 21, 2018**

By the time this report is read, grievance day will be over. As of now, Monday May 21, 2018, we have no appointments for grievance. Bamberger's have submitted their required grievance forms to continue their actions against the Town. There are two (2) corrections at this time and there is also one (1) stipulation at this time. A stipulation is an agreement on a different assessment (than what is on the tentative assessment roll), between the property owner(s) and myself. I am not anticipating a lot more applications to be submitted between now and Tuesday at 8PM, which is the deadline for this year.

The State has been it to help me prepare my computer program for the 2019 update. Things are coming along and I should be ready to have the paperwork printed shortly. Scott has been getting our data mailers ready to go out in the mail and we hope to have them out by June 1<sup>st</sup>. I have asked that they be returned by June 29<sup>th</sup>. We send these out to confirm that our inventory is correct and ask that people make corrections if needed.

As always, if anyone has any questions or concerns, please don't hesitate to contact me at any time.

**2. Code Enforcement/Zoning Office Report- August:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members prior to the meeting, including a list of building permits and certificates of compliance for April 24<sup>th</sup>, 2018 through May 22<sup>nd</sup>, 2018. Mr. Lambrix invited all to read it at their leisure. .

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

**4. Minutes from Planning Board Meeting:** Minutes from Planning Board Meeting on May 14, 2018 were provided to the board for review.

**Information**

**1. Mike Catalano- EMS Advisory Report:** Mr. Catalano was unable to attend this evening.

**Agenda Items**

**1. Approve: Approve Resolution #13-2018 Emergency Medical Services Week Proclamation:** Mike Lambrix made the motion to approve Resolution #13-2018 Emergency Medical Services Week Proclamation as Written:

**RESOLUTION #13-2018**  
**EMERGENCY MEDICAL SERVICES WEEK PROCLAMATION**

**Emergency Medical Services Week -- May 20<sup>th</sup> – 26<sup>th</sup>, 2018**  
**EMS Week Proclamation**

To designate the week of May 20-26, 2018 as Emergency Medical Services Week

**WHEREAS**, emergency medical services (EMS) is a vital public service; and

**WHEREAS**, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those experience sudden illness or injury; and

**WHEREAS**, the emergency medical system consists of emergency physicians, emergency nurses emergency medical technicians, paramedics, firefighters first responders, educators, administrators and others; and

**WHEREAS**, the members of emergency medical services teams, whether career or volunteer , engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now

**NOW, THEREFORE BE IT RESOLVED**, that The Palmyra Town Board does hereby proclaim the week of May 20<sup>th</sup> – 26<sup>th</sup>, 2018 , as: **EMERGENCY MEDICAL SERVICES WEEK**

With the theme **“EMS; Stronger Together,”** we encourage the community to observe this week with appropriate programs, ceremonies and activities.

**By ORDER OF THE TOWN BOARD**

Second: Jim Welch

Vote: 4 Ayes. Carried

**2. Approve: Integrated Systems to Run (6) Cat6 Cables, (2) Port boxes, and RJ45 Jacks:** Todd Pipitone made the motion to approve Integrated Systems to Run (6) Cat6 Cables, (2) Port boxes, and RJ45 Jacks, not to exceed \$2,499.00, including installation.

Second: Jim Welch

Brad Cook made the motion to table this decision until more information is received regarding necessity and what has been spent year to date.

Second: Mike Lambrix

Vote: 4 Ayes. Carried

Councilman Pipitone said he will reach out to Integrated Systems to find out more about necessity, and Supervisor Miller will find out how much money has been spent year to date and what is left.

**3. Approve: Resolution #14-2018: Standard Work Day and Reporting Resolution for Elected and Appointed Officials:** Mike Lambrix made the motion to approve Resolution #14-2018: Standard Work Day and Reporting Resolution for Elected and Appointed Officials.

Second: Brad Cook

Vote: 4 Ayes. Carried

This resolution will be **ATTACHMENT B**, and will be posted on the website, village hall and town hall entrance for 30 days.

**4. Approve: Supervisor to sign Agreement between Town of Palmyra, Village of Palmyra and Community Center:** Todd Pipitone made the motion to approve the Town Supervisor to sign Agreement between Town of Palmyra, Village of Palmyra and Community Center.

Second: Mike Lambrix

Vote: 4 Ayes. Carried

**5. Approve: Banking:** Removed from agenda earlier in meeting until more information is received.

**6. Approve: Bid from Fredericks Lawn & Landscape:** Todd Pipitone made the motion to approve the bid from Frederick's Lawn & Landscape to cut lawns that are up to 12" tall for \$125.00, and lawns that are over 12" tall as fair market prices, as he is called upon to provide service for yards in violation of Chapter 605, for calendar year 2018.

Second: Mike Lambrix

Vote: 4 Ayes. Carried



