

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
January 23, 2020**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, January 23, 2020, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

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

Upon roll call, the following Board members were present:

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

Motion was made by Jim Welch to approve the minutes of the regular Town Board meeting which took place on December 26, 2019.

Second: Brad Cook Vote: 4 Ayes. Carried

Motion was made by Todd Pipitone to approve the minutes of the Organizational Meeting which took place on January 7, 2020.

Second: Mike Lambrix Vote: 4 Ayes. Carried

ATTENDANCE

Also attending was: EMS Representative Mike Catalano, Marc Carrier, Justin Daeffler, Richard & Nancy Hagar, Brian Lonneville, Frank Vascukynas, Highway Superintendent Mike Boesel, Casey Carpenter (WC Times), and Kathy Hill.

HEARING

There was no official hearing this evening.

COMMUNICATIONS

An envelope for the Board was received from Marc Carrier on 1/23/2020 at approximated 2:30 PM, and given to the Supervisor.

PUBLIC INPUT

There was no public input accepted at this time, as it was not requested pursuant to the meeting rules that have been established.

SPEAKER

Mike Catalano from the WC EMS Advisory Board reported to the board that things seem to be moving forward in a positive way with Fingerlakes Ambulance and its new leadership. He did remind them at the EMS meeting that if any calls go out further than 13 minutes that mutual aid must be requested. Supervisor Miller and Mr. Catalano decided to give the new director of FLA a little time before sitting and meeting with him.

At this time there was a disruption from the public and Supervisor Miller gave warning that if there was further interruption the person would be asked to leave.

REPORTS OF STANDING COMMITTEES

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

1. Letter from Department of Health: Invitation for Board Members to attend the Fingerlakes Water Works Conference on February 6th, 2020. Please note that the reservation is due January 24, 2020.

2. Thank you from Mercy Flight: The Town received a thank you letter from Mercy Flight for the \$500.00 contribution that the Town of Palmyra made in December 2019.

3. Continuation of Solar Moratorium from April 2019: Todd Pipitone stated that he spoke with Derrick Lich with regards to the Macedon Solar Law. He said that their local law was quite solid and the Supervisor asked that the Macedon law be sent to Mr. Pipitone. Mr. Pipitone will be working with CEO Pat Sheridan on this matter.

4. Assign Audit Teams: The Supervisor requested to have two board members visit each of the Town Court Justice Office, the Town Clerk’s office, and the Supervisors office, and to be assigned to conduct the audits as follows:

Supervisor Miller and Book Keeper Petra Anderson will visit the Town Justice, Councilmen Welch and Pipitone the Supervisors Office, and Councilmen Cook and Lambrix will audit the Town Clerk office.

The Town Clerk supplied the board members with the appropriate NYS check lists, and they will present their findings at the regular Town Board meeting on February 27th, 2020.

5. Sexual Harassment and Workplace Violence Training: Though some have just done the training, Supervisor Miller will be implementing a more regulated schedule that will include everyone once again, beginning in February. This training can be done on a computer, at home or at the office. He will be the one to score the answer sheets at the end of training.

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

Once again, members of the public interrupted the meeting. As previously warned, Supervisor Miller asked certain members of the public to leave, adjourned the meeting at 7:05 pm for five minutes, and called the Sheriffs department to intervene. The sheriff arrived, and at 7:16 PM the meeting resumed.

1. Town Clerk Report for January:

TOWN CLERK OFFICE REPORT TO THE BOARD
JANUARY 2020

All four Petty Cash drawers were balanced to the penny and the memo is included with this monthly report. I balanced clerk’s checkbook, tax accounts, and all year end bank statements. The comptroller recommended audit check lists will be distributed to the board members this evening to be used for the audits of each department. These will be reported on at the regular February board meeting.

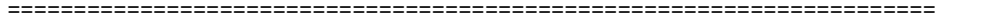
Through dog licensing in December, we sold 63 licenses totaling \$519.00, misc sales - marriage licenses; hunting/fishing, vital record requests, code enforcement, etc- added an additional \$2,067.93. Total check disbursements for the month of December were \$2586.93.

December was a slower month, as per usual with the holiday season.....but that is a good thing as we are always finalizing year end reports and gearing up for town & county tax collection.....which is what we now are focused on in January. So far, we have collected \$1,174,390.25 of the \$5,270,814.13 tax warrant. We will expect an additional ½ of the warrant to be paid just next week by the mortgage companies, before month end!

The Town Clerk’s office is currently in the market for a new computer to replace what is still on Windows 7, and to upgrade the two at the counter to Windows 10.



MEMO TO: Palmyra Town Board
FROM: Irene Unterborn, Town Clerk/Tax Collector
DATE: January 15, 2020
RE: Reconciling of Town Clerk Funds

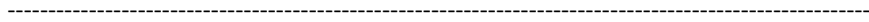


As per request of the Town Board, the following collection drawers (cash used for change, etc) were reconciled on January 15, 2020:

Town Clerk drawer currently has \$100.00 (is also reconciled daily at closing)

Water Collection drawer currently has \$100.00 (is also reconciled at least twice weekly, before deposits)

Tax Collection drawer currently has \$100.00 (is also reconciled daily during both School and Town/County tax collection)



Petty Cash Fund also has \$200.00 allocated. This money is locked in a drawer at the office, and used only when incidental cash purchases have been made (such as postage when sending something by certified mail or Thruway tolls to and from an approved seminar, etc.). Each paper receipt is kept when cash is dispensed. A voucher is prepared twice a year—or more often—if cash gets low. This voucher itemizes all receipts and what department is to be charged for the cost.

On January 15, 2020 the Petty Cash drawer contained \$140.34 in cash, and \$59.66 in receipts, equaling the \$200.00 allocated for the **Petty Cash Fund**.

2. Town Clerk’s Office would like to continue collecting water bills as a service to our residents: The Town Board would like to discontinue collection of the Wayne County Water and Sewer Authority as the town does not receive any reimbursement for the service. The town clerk is against the discontinuance of this service to the public, and included the following note in the board agenda:

“I am told by the water & sewer authority that 90% of what we collect is from our Palmyra residents. I believe this is true as they are usually already here paying dogs, taxes, getting permits, paying sewer (that I still will need to collect either way), and etc. We add less than 20 seconds to their transaction by handing me a water bill as well, and have us log it, and in comparison, get very little from other towns. Twice a week it adds 5-10 minutes to put a deposit together, and we have to be here anyway to do everything else, so it really doesn’t add much of anything but service for our community!

*In two years this will all go away with the new water/ sewer project, and none of the clerks will collect water payments. It adds **nothing to the budget**, and my department is happy to do this for the public! Finally, I never leave to just make a water deposit...I take them when I deposit everything else that we are collecting.*

Thank you for taking another look at this topic.”

After some discussion the board decided to allow the water collection to continue for Palmyra residents only. Thank you!!

3. Building Update: It was just noticed the hot water faucet in the ladies room on the east side of building might need a new washer. Also, the front door handle is loosening; Councilman Cook will call Frontier Glass to come fix it.

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

1. Highway Department report for January:

**Highway Superintendent Report
For Town Board Meeting
01/23/20**

Since the 12/26/19 meeting we have completed the following work:

- **Plowing/Sanding** –To date this winter season we have made a total of 50 trips out of the barn.
A comparison to this point of the past 5 winter seasons is below:
 - January 2019 - 60 trips.
 - January 2018 - 69 trips.
 - January 2017 - 46 trips.
 - January 2016 - 23 trips.
 - January 2015 - 54 trips.

Other miscellaneous items include:

- **Salt Orders** – So far for the month of January we have ordered 600 tons of salt. For the winter season we have ordered 1200 tons of our 2600-ton allotment, or approximately 48% of our allotment.
- **Advocacy Day - CHIPs Funding** – Our annual Advocacy Day in Albany is coming up on Wednesday March 4th. We have been very successful over the years. Our current 5-yr DOT Capital Plan has expired and we need a new 5-yr plan. This is how we get our CHIPs/PAVENY/BRIDGENY and EWR Monies. We are asking for a \$150M increase in CHIPs from \$438M to \$588M, and a doubling of PAVENY and BRIDGENY from \$100M to \$200M each. At the moment, there are over a dozen active and retired Highway Superintendents from Wayne County planning to attend again this year.
- **Brush Mowing** – Over the past 30 days as weather has permitted, we have been brush mowing on Schilling Road.
- **Fleet Maintenance** – Over the past 30 days of snow plowing we have worked the bugs out of much of the truck fleet and we continue with general maintenance on the entire fleet after each plow run. We hope to soon start to bring in various 'summer'-related pieces of equipment for their annual servicing and maintenance work.
- **Hauling** – Wayne County Highway assisted with sand hauling to restock our sand/salt barn in early Jan.

- **Palmyra Municipal Auction** – The date has been set for our 34th Annual event, Saturday May 9, 2020. I hope to have the Auction Contract on the February or March agenda for approval.
- **Village Budget** – it's budget season in the Village and I have my first budget meeting coming up soon.

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

Town Development: IT & Phones, Fire Protection Contracts, and Strategic Plans - Councilman Mike Lambrix

1. Telephones: The telephones have been installed, and appear to be working well so far!

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

- Councilman Todd Pipitone

1. Assessor's Office Report for January:

REPORT TO THE TOWN BOARD FROM THE ASSESSOR'S OFFICE January 22, 2020

At the end of December all the senior citizen, low income disability and non-profit exemption forms were mailed out to be returned on or before March 1, 2020. These are now starting to be returned. The Sr. Citizens exemptions will start to come in more toward the end of the month when applicants have received all of their income papers for last year (2019). This information is required to apply for the exemption as the exemption is income as well as age based.

We have had quite a few people with questions about the Senior Citizens exemption as well as the Enhanced STAR since the Town and County tax bills have gone out.

Agricultural exemptions are also being returned and I am getting most of the soil group worksheets that I had requested. Letters will be sent to those that need a new worksheet but did not request a new one from the Soil & Water Department.

If you have any questions or concerns, I am in the office most of the time.

2. Code Enforcement/Zoning Office Report- January: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that included a list of building permits and certificates of compliance for December 24, 2019 thru January 21, 2020. Councilman Pipitone invited all to read it at their leisure. Mr. Pipitone also restated that after speaking with Derick Lich, we need to not only address the solar moratorium, but also pond maintenance agreements and billboards.

3. Minutes from Zoning Board Meeting for January: There was no Zoning Board Meeting in January.

4. Minutes from Planning Board Meeting for January: There was no Planning Board Meeting in January.

INFORMATIONAL ITEMS

1. NYS Division of Water: The town received a letter from NYSDOW explaining the Sewage Pollution Right to Know Act that went into effect on May 1, 2013. Our municipality is registered to use the NY-Alert System when needed. Marty Aman, Brian Bieda, and Jason Monroe are currently the official notifiers listed in the system.

AGENDA ITEMS

1. Approve: Standard Workday Resolution #5-2020: Standard Work Day and Reporting Resolution for Elected and Appointed Officials: Todd Pipitone made the motion to approve Resolution #5-2020: Standard Work Day and Reporting Resolution for Elected and Appointed Officials. Mike Lambrix seconded the motion, and a roll call vote was requested.

Councilman Lambrix	Aye	
Councilman Welch	Aye	
Councilman Pipitone	Aye	
Councilman Cook	Aye	
Supervisor Miller	Aye	Vote: 5 Ayes. Carried

This will be posted on the website, bulletin board, and at the Village Hall for 30 days.

Motion to approve claims and expenditures: Todd Pipitone made the motion to approve claims and expenditures for the month of January 2020, Vouchers #1 thru #99, totaling \$127,698.66.

Second: Mike Lambrix Vote: 4 Ayes. Carried

Adjourn Meeting: At 7:25 PM PM, Mike Lambrix made the motion to adjourn the meeting.

Second: Jim Welch Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk