

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
October 22, 2020**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, October 22, 2020, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

The Town Board meeting was open to public and held in accordance to the rules for small meetings, with proper social distancing and masks were worn by all in attendance when necessary.

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
Brad Cook, Councilman
Todd Pipitone, Councilman

Motion was made by Todd Pipitone to approve the minutes of the regular Town Board meeting which took place on September 24, 2020.

Second: Brad Cook

Vote: 3 Ayes. Carried

ATTENDANCE

Also attending was: Highway Superintendent Mike Boesel, Doug DeRue, , Casey Carpenter, Frank Vaskuynas, Matt Vasapolli, and Marc Carrier.

COMMUNICATIONS RECEIVED

The correspondence below is from Matt Vasapolli regarding the possibility of creating a park on the land behind the Town Hall.

Topic for 10/22 Board Meeting

I would like to speak to the board about the possibility of creating a partnership between the Town, Village, and Palmac Youth Baseball to create a Park on the recently acquired land behind and adjacent to the Town Hall.

A preliminary idea would be to build two or three fields, a facility for bathrooms and vending, a pavilion, playground, and walking trail.

↑
concessions

Thank You

Matt Vasapolli

Supervisor Miller stated that he had received information regarding illegal computer activity that was not actually hacking, but rather phishing for information. He asked that everyone be vigilant and double check who is sending the email you are receiving before opening it.

PUBLIC INPUT

**If you are attending a Town Board Meeting have not signed up for Public Participation Section of the Town Board Meeting pursuant to the rules which have been established (24 hrs prior to start of meeting), then you will not be able to express your opinion. As a courtesy to those who attend the Board Meeting, you are requested not to interrupt the meeting, and refrain from conversation that would interfere with those attending being able to hear the Board transact its business. If in fact someone interferes with the meeting or the conversation with other spectators should require a warning and it is ignored, the person could be charged with Disorderly Conduct. For public hearings, speaking will be limited to topics on the agenda.*

1. Matt Vasapoli, a representative from Pal-Mac Youth Baseball would like to address the board regarding his above correspondence. Mr. Vasapoli asked the board if there had been any discussion for possible use of the land behind the town hall, and wondered if a multiuse park, including baseball diamond would be considered. The board stated that there had been discussion of walking track, park, etc, but nothing conclusive. Discussion ensued and Councilman Cook suggested that perhaps a first move would be to visit the surrounding neighbors to see how they felt. Supervisor Miller said that they board would keep his request in mind.

2. Marc Carrier, of Garnsey Rd, would like to address the board with regards to any progress made at the Garnsey Rd Closed Landfill. Mr. Carrier questioned a response from last month when the supervisor stated that the report was finished. Mr. Miller clarified that the Site Characterization *draft* was completed, and also that though the DEC is part of the Characterization, the DEC is ultimately in charge.

A final question was answered by the Supervisor was that yes, the board can invite whomever they like into Executive Session.

INFORMATIONAL ITEMS

1. Mike Catalano: Mr. Catalano, the EMS Advisory board representative for Palmyra was unable to attend this evening.

2. Flu Shot Clinic: Wayne County Public Health is offering a completely free Drive-Thru Flu Shot Clinic (in Lyons) on Saturday, October 24th, from 10am to 1pm . This clinic is part of our emergency preparedness demonstration, and it is open to the public. Flu shots are for ages 18 and over.

REPORTS OF STANDING COMMITTEES

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

1. Update regarding Garnsey Rd Closed Landfill: Town has received a draft copy of the Site Characterization report. Mr. Miller will forward the draft to the board members for their review. He asked that it is noted that the draft cannot be distributed until it is approved.

2. Emergency Planning Involving Communicable Disease: *(Law requires State and Local Governments and School Districts to Plan for Future State Disaster Emergency Involving a Communicable Disease)* Supervisor Miller will give a brief status each month and is hoping that there will be a template to be used to report to the state.

3. Temporary Use of a Portion of Canal Trail by Snow Mobiles: Supervisor Miller checked out the proposed section for use of Erie Canal Trail from the closed East Pal-Port Gibson Bridge for approximately 1.5 miles to Whitbeck Rd. There were three conditions he felt the board should consider: allow it only while the bridge is closed, must be “policed” by snowmobile club, and if there is abuse of any kind it will be closed. Discussion ensued and the board does not have any objection to the trail being used for this purpose, and realizes that the state will have to make the ultimate decision.

4. Cleaning Service for Town Hall and Highway Department: Renewal of cleaning contract with Julie Hartman is on agenda later this evening. There is no change from last year.

Human Services: Town Clerk, Archives, and Town Hall Facility:

- Councilman Bradley Cook

1. Town Clerk Report for October:

**TOWN CLERK’S OFFICE REPORT
OCTOBER 2020**

Copies of preliminary budget were made for distribution to the public if requested, and are available in the Town Clerk’s office. Legal notices for public hearings and preliminary budget were posted.

This month our office has been running as usual; hunting licenses and school taxes! So far we have collected \$15,718,408.08 (4435 properties paid so far) of the \$17,036,862.60 total warrant.....as expected, about \$8 million came in the last few days of September! Heidi and Sheelah did a fantastic job sending out all the tax receipts as I entered the payments in those last penalty free days.

It was also the last days for DMP's ("Doe" permits)! I am anticipating having the office open for a few hours on Sunday November 1st, so our local hunters will have the opportunity to purchase the "first come first serve" second round of DMP's.

People continue to utilize the new drop box, but have also thanked us for being open to conduct business during the pandemic. We are still the only office open to the public in the Town Hall, so in order to accommodate those who need appointments because of health concerns, as well as people comfortable walking in the building, we are continuing with our Town Clerk Office hours: Mon 9-2 PM (open to public) & 2-5 PM by appointment, Tuesday thru Friday 9-11 AM by appointment, 11 AM - 4PM (open to public) and then again by appointment 4-5 PM each day.

Through dog licensing in September, we sold 74 licenses totaling \$620, misc sales, EZ Passes, marriage licenses (we have more than last year already!), hunting/fishing, vital record requests, and zoning etc- added an additional \$7,991.20. Total check disbursements for the month of August were \$8,611.20.

2. Building Update: Locksmith was out and oiled internal locks and tried to repair the outer locks on doors. Approval for Betlem service to heating and cooling units is on agenda for approval. The clerk scheduled cleaning and maintenance of furnaces for November 20th, between 10-noon. Also, Betlem will be here on December 4th for installation of new unit for Archive Room A.

3. Hunting DMP's: The Town Clerks office will be open on Sunday November 1st, 2020 at 6:30 AM (until 10 AM) to offer 2nd round DMP's ("doe permits") to hunters. The clerk will notify the newspaper of these special hours to accommodate our hunters.

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

1. Highway Department report for October:

**HIGHWAY SUPERINTENDENT REPORT
FOR TOWN BOARD MEETING
10/22/20**

Since the 9/24/20 Town Board meeting we have completed the following work:

- Paving – Vienna Street
- Inter-municipal Assistance
 - 9/30/20 2 Williams trucks assist Pal Hwy with paving work
 - 9/30/20 2 Macedon trucks assist Pal Hwy with paving work
 - 10/14/20 2 Palmyra trucks assist Williamson Hwy with paving work
 - 10/15/20 2 Palmyra trucks assist Williamson Hwy with paving work
- **Summer Road Work** – We completed paving of the Town portion of Vienna Street on 9/30/20 and will be submitting this project as our PAVE-NY/EWR reimbursement project. We intend to continue brush mowing roadsides and performing tree work as time and weather permit throughout the Fall/Winter months. There are many dying ash trees around our roadsides that we are taking inventory on.
- **Roadside Mowing** - Our summer roadside mowing program is coming to an end very soon. Chris Bratt continues to do an excellent job and we intend to have him back for another season next Spring.
- **Winter Preparations** – We have begun to review our snow plows/wings, sanders and tire situations and get trucks serviced and prepared for the winter season. Some of the trucks are already getting outfitted for the winter season and several plow frames were recently sandblasted, repainted and re-installed. In the coming weeks we will fill up the sand/salt barns too.

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

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

There is nothing new to report at this time.

Government Operations: Assessor, Youth & Aging, Code Enforcement/Planning Board, and Justices - Councilman Todd Pipitone

1. Assessor's Office Report for October:

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR'S OFFICE
OCTOBER 16, 2020**

This is the time of year that we receive more inquiries about the Enhanced (Senior) STAR. All property owners who currently have the Basic STAR and will be 65 by December 31, 2021 and whose income is under \$90,550 need to sign up for the Enhanced STAR and IVP (Income Verification Program) in order to be eligible. The state will check their income yearly and give reports to our office as to what type of STAR exemption to place on their property. In some cases it will be removed completely due to income and owners will need to sign up for the STAR Credit.

Home owners who have signed up for the STAR Credit (check) should have received them by now. If they have not received them property owners can call (518)457-2036. If they are a new home owner they can still sign up to receive checks for this year as long as there was not a STAR exemption on the property when the school taxes went out last month.

Anyone who needs to sign up for the STAR Credit (check) can call (518) 457-2036 or go online to www.tax.ny.gov/star.

Property tax relief credit will not be going out this year. It was only in the state's budget for a few years and they did not renew it for this year's budget.

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

2. CEO Report for October: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that included a list of building permits and certificates of compliance for September 22, 2020 thru October 20, 2020.. Councilman Pipitone invited the board members to read at their leisure.

3. Minutes from Zoning Board Meeting for October 8, 2020: The minutes from the October 8, 2020 Zoning Board meeting were shared with the board and are available by request.

4. Minutes from Planning Board Meeting for October 2020: There was no Planning Board meeting this month.

AGENDA ITEMS

1. Approve: Cleaning Contract with Julie Hartman for 2021: Brad Cook made the motion to approve the Supervisor to sign cleaning contract with Julie Hartman for weekly cleaning of Town Hall, and bi-weekly cleaning of Highway Facility, for a sum of \$157.69 per week.

Second: Jim Welch Vote: 3 Ayes. Carried

2. Approve: Contract: Highway Snow & Ice – 2021 with Wayne County: Jim Welch made the motion to approve the Supervisor to sign Snow and Ice removal Contract with Wayne County for 2021.

Second: Todd Pipitone Vote: 3 Ayes. Carried

3. Approve: John Betlem Heating and Cooling Annual Commercial Service Agreement for Town Hall: Brad Cook made the motion to approve the John Betlem Heating and Cooling Commercial Service Agreement for Town Hall which includes maintenance, service to all units, and filter changes not to exceed \$2,410.00.

Second: Todd Pipitone Vote: 3 Ayes. Carried

4. Approve: Authorize Book keeper to Transfer Funds from DA Highway to Machine Reserve Fund: Jim Welch made the motion to authorize the book keeper to transfer funds in the amount of \$179,000 from the DA Highway Fund to the Machine Reserve Fund.

Second: Brad Cook Vote: 3 Ayes. Carried

MOTION TO APPROVE CLAIMS AND EXPENDITURES: Todd Pipitone made the motion to approve claims and expenditures for the month of October 2020, Vouchers #892 thru #975, totaling \$111,051.58.

Second: Brad Cook Vote: 3 Ayes. Carried

ADJOURN MEETING

At 7.37 PM, Jim Welch made the motion to adjourn the meeting.

Second: Brad Cook

Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

**REMEMBER TO EXERCISE YOUR RIGHT TO VOTE ON
NOVEMBER 3rd, 2020!**

NEXT PUBLIC HEARING and MEETING: THURSDAY November 5, 2020
7:00 PM – Palmyra Town Hall

NEXT REGULAR BOARD MEETING: TUESDAY November 24, 2020
7:00 PM – Palmyra Town Hall