

**REGULAR MEETING OF THE TOWN BOARD  
PALMYRA TOWN HALL  
JULY 22, 2021**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, July 22, 2021, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

Supervisor Miller announced that we no longer needed to sign the health attestation, and then 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  
Doug DeRue, Councilman

A motion was made by Todd Pipitone to approve the minutes of the Town Board meeting which took place on June 24, 2021.

Second: Doug De Rue

Vote: 3 Ayes. Carried

Councilman Todd Pipitone abstained as he was absent from the last meeting.

**ATTENDANCE**

There were no public attendees at this meeting.

**HEARING**

There was no official hearing this evening.

**GUEST SPEAKER**

Mike Catalano, our representative from the Wayne County EMS Advisory board, was unable to attend the meeting.

**COMMUNICATIONS RECEIVED**

There were no communications received for the board members prior to the meeting.

**PUBLIC INPUT**

There was no public input this evening.

**NOTE:**

The following statement is now be included on all public agendas:

*\*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.*

**REPORTS OF STANDING COMMITTEES**

**Supervision: Animal Control, Historian, Justices, and Finance:**

**-Kenneth Miller, Chairman**

**1. Historian Resignation Letter:** Town Historian, Betsy Lewis has turned in her resignation, which will need to be added to the approvals later in the evening. Her resignation will become effective on July 31, 2021. Supervisor Miller will ask the book keeper, Petra Anderson, if she remembers who the other interested person was the last time we were interviewing historians.

**2. Wayne County Fair "Ag-Stravaganza":** Because of previous pandemic regulations (lack of time to plan once regulations were lifted), the Wayne County Fair will not be able to host their usual complete schedule of events. Instead, they will be holding numerous smaller events on August 12, 13, and 14<sup>th</sup>, including a Derby Day, Music, Rides, 4-H events and more.

**3. Letter received from Thorton Engineering regarding Marquart Sewer Project:** Our town attorney, Paul Rubery, sent a letter to Thorton Engineering with 10-12 items in question that the Town needed clarified. An answer was received, but only addressed a few of the questions. Supervisor Miller will be calling for a meeting to include Thorton Engineering, Marquart, Paul Rubery, WCWSA and himself, as it is very important for the public to realize that it is not the town holding up the project, but a lack of clarity at this time.

**4. Opioid Overdose Prevention Training:** There will be a short opioid prevention training class given by the county, which at the time of completion you will be given a Narcon kit. The supervisor would like to offer the town employees to be able to attend the training, and the town board approved of this.

**5. RPS Download:** When the state came to load the new version or RPS for our assessor, it was found that the server at Integrated Systems will not be able to handle to new software. This is something that will have to be done, and the three step process will cost \$2,400.00 to \$3,400.00. The supervisor will ask our assessor if this can wait until it can be budgeted for next year, or if it has to be done now.

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

**1. Town Clerk Report for June and July:**

**TOWN CLERK OFFICE REPORT TO THE BOARD**  
**June & July 2021**

**Special thank you to Heidi and Sheelah for running the office without issue while I was on medical leave for a couple of weeks!**

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 1<sup>st</sup> we begin selling our hunting licenses, and by September 1<sup>st</sup> we begin collecting school taxes. We had to order more NYS EZ Passes as we have sold out once again.

Through dog licensing in May, we sold 58 licenses totaling \$478.00, misc sales, EZ Passes, marriage licenses, hunting/fishing, code enforcement (including escrow deposits), vital record requests, FOIL requests etc- added an additional \$3,951.50. Total check disbursements for the month of June were \$4,429.50. Through dog licensing in June, we sold 97 licenses totaling \$745.00, misc sales, EZ Passes, marriage licenses, hunting/fishing, code enforcement (including escrow deposits),

vital record requests, FOIL requests etc- added an additional \$5,465.46. Total check disbursements for the month of June were \$6,210.46.

Further organization of the records, (as well as vital record indexing) is a constant, never ending project, but it is going well. By keeping things orderly, it allows us to answer FOIL requests and research questions in a timely manner. We are a very lucky town to have the amount of secure and safe record storage that we have, and I am also happy to report that the new air conditioning unit in archive room is working very well, and the climate in both archive rooms is now perfect!

**2. Building Update:** Pal-Mac Plumbing came out and fixed the base of faucet that was leaking in the east side lady's room.

**3. Town Hall Outdoor Clean-up:** The cleanup was done last month, but Mr. Cook will have them return to finish the weeds in the stones. Hwy Superintendent Boesel may have someone to recommend with a pesticide license.

## **Public Works: Highway Department, Equipment and Facilities**

**- Councilman James Welch**

### **1. Highway Department report for July:**

#### **Highway Superintendent Report For Town Board Meeting 07/22/21**

Since the 6/24/21 Town Board meeting we have completed the following work:

- Brushmowing – Bear Hill/Rolfe/Town Hall, Division
- Hauling – various stone for several projects
- Sign Maintenance – cleared vegetation and improved visibility all around Town
- Inter-municipal Assistance
  - 6/24/21 1 Palmyra trucks assist Macedon Hwy with chipsealing
- **Summer Road Work** – Next week we will be chipsealing 4.01 miles of our Town Roads. These include Stafford, Temple, Schilling, Goldsmith, Lusk. In the coming weeks we intend to chipseal another 3.7 miles on Cambier and Division.
- **Culvert Repairs**
  - **Garnsey Road Culvert Replacement** – Last year we had a failure on our 15" culvert on Garnsey Road. Last week, with assistance from RoadTek, we replaced the old 15" CMP culvert with a new 15" SICPP pipe.
  - **Desmith Road Culvert Replacement** – Last year we had a failure on an 18" culvert pipe. Last week our, we replaced the old cement culvert with a new 18" SICPP pipe.
  - **Lusk Road** – This past weekend we experienced a new problem with an old 36"/48" CMP culvert on Lusk Road and made some temporary repairs.

- **Town Hall Improvements** – We recently spend some time around Town Hall completing several minor improvements. These include attention to the southern driveway entrance, various lawn repairs to assist with mowing, and gutter cleaning.
- **Rainy July/Weekend Storm** – This July is shaping up to be one of the wettest on record. This past Saturday/Sunday (17<sup>th</sup> and 18<sup>th</sup>) we had over 4” of rain for the day and were busy around the Town and Village with drainage and tree issues. Hogback by Swifts Park was closed until Monday for flooding. Harris Road also experienced flooding, as did E.Main Street in the Village in front of the Post Office/Dunkin Donuts. We had additional drainage issues on Lusk and Jagger Roads. We had trees down on Vault and Cambier as well.

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

Councilman Welch will meet with the village to obtain the latest labor balance.

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

**1. Fire Contracts Are Under Review:** A contract proposal was given to the East Palmyra Fire Department, and Mr. DeRue is still waiting for a response from them.

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

**1. Assessor’s Office Report for July:** The assessor has been out for vacation and then for NYS Assessor training, and will combine the July and August reports.

**2. Code Enforcement/Zoning Office Report - July:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that included a list of building permits and certificates of compliance for June 22, 2021 thru July 20, 2021

**3. Minutes from Planning Board Meeting from July 12, 2021:** Minutes from the Planning Board meeting from July 12, 2021 were shared with the board.

**4. Minutes from Zoning Board Meeting for July:** There was no Planning Board meeting in the month of July.

**INFORMATION**

None for this month

**AGENDA ITEMS**

**1. Approve: Purchase of NYS EZ Passes:** Brad Cook made the motion to approve the purchase of 25, NYS EZ Passes for resale in the Town Clerk's office, not to exceed \$525.00.

Second: Todd Pipitone      Vote: 4 Ayes. Carried

**2. Approve: Envelope Purchase for Town Clerk Office:** Brad Cook made the motion to approve the purchase of envelopes for school tax collection (budgeted) and dog licensing (also budgeted) for the town clerk's office, not to exceed \$715.00 total.

Second: Jim Welch      Vote: 4 Ayes. Carried

**3. Approve: Accept Resignation of Town Historian:** Todd Pipitone made the motion to accept the resignation of Betsy Lewis, Town Historian, effective July 31, 2021.

Second: Doug DeRue      Vote: 4 Ayes. Carried

**MOTION TO APPROVE CLAIMS AND EXPENDITURES**

Todd Pipitone made the motion to approve claims and expenditures for the month of June 2021, Vouchers #2021-666 thru #2021-731, totaling \$42,923.74.

Second: Brad Cook      Vote: 4 Ayes. Carried

**ENTER INTO EXECUTIVE SESSION**

At 7:25 PM, Councilman Welch made the motion to enter into executive session to discuss particular matters of personnel.

Second: Brad Cook      Vote: 4 Ayes. Carried

**EXIT EXECUTIVE SESSION**

At 8:00 PM, Councilman Welch made the motion to return from executive session.

Second: Doug DeRue

Vote: 4 Ayes. Carried

**MOTION TO ADJOURN**

At 8:001 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Jim Welch

Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn  
Town Clerk  
(as reported to by Deputy Town Clerk, Heidi Jarvis)

**REGULAR TOWN BOARD MEETING**  
**THURSDAY AUGUST 26, 2021**  
**AT THE PALMYRA TOWN HALL**