

**JOINT TOWN BOARD AND VILLAGE BOARD MEETING  
PALMYRA TOWN HALL  
June 22<sup>nd</sup>, 2023**

The following legal notice was posted:

**LEGAL NOTICE  
TOWN OF PALMYRA  
NOTICE OF JOINT TOWN AND  
VILLAGE TOWN MEETING**

**NOTICE IS HEREBY GIVEN**, that the Town Board of the Town of Palmyra and the Village Board will meet and discuss a proposed comprehensive plan on Thursday June 22<sup>nd</sup>, 2023, at 7:00 PM at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

**FURTHER NOTICE IS HEREBY GIVEN**, that this meeting is called to transact business related to the above topic, as well as any other business that may come before the Town and/or Village Boards.

*Dated: June 6, 2023*

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*Irene E. Unterborn  
Palmyra Town Clerk*

At 7:00 p.m., Deputy Supervisor James Welch called to order the regular Town Board meeting, scheduled for Thursday, June 22<sup>nd</sup>, 2023, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York. The Village of Palmyra meeting took place after the town meeting adjourned.

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

Upon roll call, the following Board members were present:

James Welch, Deputy Supervisor  
Brad Cook, Councilman  
Doug DeRue, Councilman

Councilman Pipitone and Supervisor Miller were absent.

Motion was made by Brad Cook to approve the minutes of the Town Board meeting which took place on May 25<sup>th</sup>, 2023.

Second: Doug DeRue

Vote: 3 Ayes. Carried

**ATTENDANCE**

Also in attendance: Village Mayor Husk, Trustee Perry, Trustee Luke, Trustee Leon, Gary Rose, Julie and Chuck Hartman, Matt Horn (MRB), Gigit Graham, Tracy Vanderwall, and Tracy Murphy.

**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.

**PUBLIC INPUT** \* None this evening

**Board note - the following will now appear on all 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**

To save time at this joint meeting, the reports for standing committees will be given at the next regular meeting, except for the following that had already been submitted.

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

**1. Assessor's Report for June:****Assessor's Office Report for June 2023**

Grievance day took place on Tuesday May 23<sup>rd</sup>. Our BAR Board met at 2:00 PM and proceedings started promptly at 3:00 PM. Everything went very smoothly. They reviewed 20 properties in total for the 2023 Grievance hearings. I would like to

thank the Town Clerk, Irene Unterborn, for completing the minutes and for jumping in to help when we needed someone! Also, a thank you to Doug DeRue for attending the entire proceedings. The BAR appreciated his support.

The sales consisted of 3 Village and 3 Town sales. This is the lowest that I have ever seen!

The Final Roll is in the works currently. Karen Ambroz from the County has been a huge support and guidance. I just cannot thank her enough.

The Village taxes have been sent out, which in turn is resulting in an influx of calls to this office. Questions regarding assessments, exemptions, and change of addresses are the main topics.

Moving forward, the Assessor's office is in the process of working to resolve all incomplete tasks and unfinished projects. By doing this it is hopeful that moving ahead the office will be much more organized. The goal is to ultimately strive for a smooth transition for a new Assessor.

If you have any questions or concerns, please feel free to reach out to me.

Thank you,

Julie Hartman

**2. CEO Report for June:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates of compliance for May 23<sup>rd</sup>, 2023 thru June 20<sup>th</sup>, 2023.

**3. Minutes from Zoning Board Meeting from June:** None from this month.

**4. Minutes from Planning Board Meeting from June:** None from this month.

## **INFORMATION**

Deputy Supervisor Welch informed the public that Spectrum will be boring under Walker Rd to install wires. Councilman Cook informed the board that the Clingerman payment for painting will be held until the job is completed in the assessor's office.

**TOWN AGENDA ITEMS**

**1. Approve: Accept the Resignation and Retirement of Town Supervisor Kenneth Miller:** Brad Cook made the motion to accept the Resignation and Retirement of Town Supervisor Kenneth Miller, effective June 15<sup>th</sup>, 2023. The letter was opened by the Town Clerk on May 31<sup>st</sup>, 2023 at 4:50 PM, and is included. Doug DeRue seconded, and a roll call vote was requested.

Councilman Cook	Aye
Councilman De Rue	Aye
Deputy Supervisor Welch	Aye

Vote: 3 Ayes. Carried


Councilman Pipitone was absent.

TO: Town of Palmyra NY  
 ATTN: Town Clerk

Please except this resignation to retire as Town Supervisor of the town of Palmyra, Wayne County, NY.

Effective: June 15th, 2023.

This resignation with a plan to retire is placed in escrow with Paul Rubery, to be delivered to the town clerk on May 31<sup>st</sup>, 2023. I will deliver to the Wayne County HR department on the same date.

Kenneth Miller  Date 2/27/23

**2. Approve: WCBC Lease at the Palmyra Town Hall:** Brad Cook made the motion to allow the Deputy Town Supervisor to sign, and renew lease, with the Wayne County Business Council, commencing July 1, 2023, and ending June 30, 2026. The terms of lease will remain the same as current.

Second: Doug DeRue      Vote: 3 Ayes. Carried

**3. Approve: Meeting and Workshop on Tuesday July 11<sup>th</sup>, 2023:** Brad Cook made the motion to approve a meeting and workshop on July 11<sup>th</sup>, 2023, 7 PM, at the Palmyra Town Hall, to begin budget discussions, to possibly appoint a town supervisor, as well as act on any other business that comes before the town.

Second: Doug DeRue      Vote: 3 Ayes. Carried

**4. Approve: Resolution #11-2023 Health Insurance Benefits Resolution:** Brad Cook made the motion to allow the Deputy Supervisor to sign Resolution #11-2023 Health Insurance Benefits Resolution, as written:

Second: Doug DeRue      Vote: 3 Ayes. Carried

**RESOLUTION #11-2023  
HEALTH INSURANCE BENEFITS RESOLUTION**

Amended January 1, 2022

**Effective July 1, 2023, the Town of Palmyra will make available to its full-time salaried employees, full-time hourly employees, and full-time elected officials the following health insurance benefits.**

a) The Town will furnish health insurance at no cost to the employee for a single participant in the "*SimplyBlue Plus-Platinum 3 Plan*" and/or for a single participant in the "*Dental Blue Options Plan*".

**OR**

b) The Town will pay a sum equal to seventy percent (70%) of the cost of the "*SimplyBlue Plus-Platinum 3 Plans*" or the "*SimplyBlue Plus-Gold 5 Plans*" and the "*Dental Blue Options Plan*". The employee will pay the balance of thirty percent (30%) through payroll deductions. The deductions will start when the insurance is effective.

**OR**

- c) For those eligible employees who elect not to participate in either of the above plans and elect not to participate in any of the Town of Palmyra's health insurance plans during the calendar year, the Town will give the employee a credit of One Thousand Dollars (\$1,000.00) per calendar year for any employee that has been employed the entire calendar year. The sum credited will be paid to the eligible employee with the last payroll of the calendar year.

**The Town of Palmyra will make available to part-time elected officials, hired before January 1, 2008, the following health insurance benefits.**

- a) The Town of Palmyra will pay Four Hundred Dollars (\$400.00) per month of any health insurance plan available through the Town for each full month the employee works. Any amounts due over and above the Four Hundred Dollars (\$400.00) will be taken through a payroll deduction. The deductions will start when the insurance is effective.

**OR**

- b) For those eligible employees who elect not to participate in the above health insurance plan; the Town will give the employee a credit of One Thousand Dollars (\$1,000.00) per calendar year for any employee that has been employed the entire calendar year. The sum credited will be paid to the eligible employee with the last payroll of the calendar year.

**Health Insurance Benefits for part-time employees hired after January 1, 2008:**

After January 1, 2008, all new part-time employees: salary, hourly and elected will not be eligible to receive health insurance benefits from the Town of Palmyra. These employees will not be allowed to participate in the Town's health insurance program.

**Health Insurance Benefits for employees who retire:**

Employees hired after January 1, 1987, who retire with 15 years of service and attain the age of 55 will be entitled to participate in the medical and/or dental plan as a single member subject to the cap imposed by the Town at the time of retirement. The current cap is Two Hundred Fifty-Five Dollars (\$255.00) per month. The retiree's spouse is entitled to participate in the Town medical and/or dental plan by paying the full cost of coverage.

The Town will permit retired employees who chose not to continue to participate in the Town's health insurance plan to receive contributions from the Town toward their health insurance. The Town upon proof of payment of the coverage will reimburse the retiree for the cost of coverage up to the reimbursement cap, which the Town had adopted at the time of their retirement.

**Duly moved and carried by the Town Board of the Town of Palmyra on June 22<sup>nd</sup>, 2023**

**5. Approve: Deputy Supervisor to Sign Letter of Support:** Brad Cook made the motion to approve the Deputy Supervisor to sign a letter of support for Wayne County regarding an application for a Comprehensive Smart Growth Plan as a Consolidated Funding Application through the Department of State Office of Planning, Development, & Community Infrastructure.

Second: Doug DeRue

Vote: 3 Ayes. Carried

**6. Approve: Deputy Supervisor to Sign Agreement with MRB:** Doug DeRue made the motion to approve the Deputy Supervisor to sign agreement between MRB, and the Town & Village of Palmyra to write a Comprehensive Plan, as written in the agreement dated June 20<sup>th</sup>, 2023, not to exceed \$48,975.00. This cost will be shared equally between the Town and Village of Palmyra, as mutually agreed upon between the parties. Brad Cook seconded, and a roll call vote was requested.

Councilman Cook           Aye

Councilman De Rue       Aye

Deputy Supervisor Welch   Aye

Vote: 3 Ayes. Carried

Councilman Pipitone was absent.

**7. Approve: Deputy Supervisor to sign Addendum No. 1 to Service Agreement with Wayne County Water and Service Authority:** Brad Cook made the motion to approve Deputy Supervisor to sign Addendum No. 1 to Service Agreement with Wayne County Water and Service Authority, as written:

Second: Doug DeRue

Vote: 3 Ayes. Carried

**Addendum No. 1 To  
Service Agreement  
Between  
Wayne County Water And Sewer Authority  
And  
The Town of Palmyra**

This Addendum No. 1 is made and entered into effective as of the 1<sup>st</sup> day of January, 2008, by and between the Wayne County Water and Sewer Authority, a public benefit corporation with offices located at 3377 Daansen Road, Walworth, New York 14568 (hereinafter referred to as the "Authority"), and the Town of Palmyra, a municipal corporation with its principal office located at 1180 Canandaigua Road, Palmyra, New York 14522 (hereinafter referred to as the "Town").

**Recitals**

WHEREAS, the parties hereto previously entered into that certain Service Agreement (the "Agreement") effective as of January 1, 2008 which agreement contains provisions for liability insurance at Section 6.1 thereof; and

WHEREAS, as a matter of practice, the Authority has provided and will continue to provide, at its expense, property insurance on the Town's Stafford Road Pump Station and Division Street Pump Station (collectively, the "Town's Pump Stations"); and

WHEREAS, the parties desire to amend and revise Section 6 of the Agreement by adding a new Section 6.2 to ratify and confirm the Authority's provision of property insurance on the Town's Pump Stations.

NOW THEREFORE, it is hereby mutually agreed as follows:

- 1) Section 6 of the Agreement is amended to add a new Subsection 6.2 to provide as follows:  
"6.2 Property Insurance. The Authority shall provide and maintain, at the Authority's expense, property insurance on the Town's Pump Stations as part of the Authority's Administrative Duties under the Agreement."
- 2) All the other terms, covenants and conditions of the Agreement shall continue in full force and effect and are hereby ratified by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum with the intent that it be effective on the day and year first above written.

**MOTION TO APPROVE TOWN CLAIMS AND EXPENDITURES**

Doug DeRue made the motion to approve claims and expenditures for June 2023 – Vouchers #2023-589 thru #2023- 696 totaling \$72,208.86.

Second: Brad Cook

Vote: 3 Ayes. Carried



**MOTION TO ADJOURN THE TOWN BOARD MEETING**

At 7:09 PM, Brad Cook made the motion to adjourn the meeting.

Second: Doug DeRue

Vote: 3 Ayes. Carried

At that time, Deputy Supervisor Welch inviting Mayor Husk to open the Village meeting, and to welcome Matt Horn from MRB to address the boards. (Village minutes for this evening were prepared by the Village Clerk and can be found on the [www.palmyravillageny.org](http://www.palmyravillageny.org) website.

Respectfully submitted,

Irene Unterborn  
Town Clerk

**NEXT Meetings:**

**TOWN BOARD MEETING & WORKSHOP**

**Tuesday July 11<sup>th</sup>, 2023**

**7:00 PM Palmyra Town Hall**

**REGULAR TOWN BOARD MEETING**

**Thursday, July 27th, 2023**

**7:00 PM – Palmyra Town Hall**