

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
JULY 26, 2018**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, July 26, 2018, 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:

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

Councilman Bradley Cook was absent.

Motion was made by Mike Lambrix to approve the minutes of the regular Town Board meeting which took place on June 28, 2018.

Second: Jim Welch

Vote: 3 Ayes. Carried

Councilman Pipitone abstained as he was not in attendance for that meeting.

ATTENDANCE

Also attending was: Marc Carrier, Frank VasCukynas, Gay Mills (Director of Genesee Land Bank), Dave Jankowski, Frank Koeberle, Mike Catalano (EMS Advisory Board), and Joan Gates (Assessor).

HEARING

There was no official hearing this evening.

COMMUNICATIONS / PUBLIC INPUT

Communications Received: Ora Rothfus, from the Genesee Land Trust, forwarded the following resolution and map (attached) for consideration and approval. Gay Mills, Director of the Genesee Land Bank was in attendance to answer any questions. She reminded the board that the Land Trust would take the lead in this grant project, and that they were simply looking for a partnership with the Town of Palmyra for this 2nd cycle of grants. Last time, one of the Koeberle Farms was funded, and the other was not. Councilman Welch asked if Rt 21 was part of the plan. Supervisor Miller answered that it is not, and pointed out that this program fits right into our long term plan for Palmyra. This resolution is an agenda item this evening.

The town clerk had forwarded maps via e-mail and had color copies that will be **ATTACHMENT A.**

Public Input: Marc Carrier spoke briefly to the board regarding an amendment to the paperwork that he submitted before the last meeting. Copy was scanned and emailed on July 25, 2018, and copy is attached. The entire correspondence is **ATTACHMENT B** Mr. Carrier also mentioned that a new neighbor has moved into the area, and though it is “not the Towns problem”, he is concerned they are unaware of the closed landfill.

REPORTS OF STANDING COMMITTEES

Supervision: Animal Control, Human Resources, Historian, and Finance - Supervisor Ken Miller

1. Salary for Wayne County Planning Board Representative: Supervisor Miller recommended that our WC Planning Board representative be paid \$45.00 per meeting attended, to be vouchered quarterly. This will be voted on later.

2. “Purchase” of Property behind Town Hall: Pastor Brassler and the Supervisor are continuing their discussion regarding the acquisition of the property behind the town hall that currently belongs to the church.

3. CEO Contract Update: The Village and town are still negotiating the amended contract that will give the village code duties etc, back to the village. The Assessor discussed the requirements to continue her job with the proposed village code officer. Her list of requirements will be **ATTACHMENT C.**

4. Proposed Palmer Rd closing: Supervisor Miller shared a letter received from Converse/ Morell dated July 18, 2018, stating that it is possible to close Palmer Rd if it is abandoned. It is also possible to put a gate at either end to keep people from dumping their garbage there. A copy of this scanned document was forwarded to the board by the town clerk for further discussion in August.

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

1. Town Clerk Report for June and July:

TOWN CLERK OFFICE REPORT TO THE BOARD

June & July 2018

The Hill Cumorah Pageant cast visited the Town Hall on July 18th, and did an amazing job once again thoroughly cleaning indoors (things that aren't done on a regular basis like mopping gymnasium floor, cleaning all woodwork, etc), washing the town hall sign, and weeding the curbs around the property. A thank you note on behalf of the town was already sent to them. We hope to see them again next year.

Through dog licensing in May, we sold 116 licenses totaling \$944.00, misc sales, EZ Passes, marriage licenses, hunting/fishing, code enforcement (including escrow deposits), vital record requests, FOIL requests etc- added an additional \$6,600.40. Total check disbursements for the month of June were \$7,544.40.

Through dog licensing in June, we sold 96 licenses totaling \$795.00, misc sales, EZ Passes, marriage licenses, hunting/fishing, code enforcement (including escrow deposits), vital record requests, FOIL requests etc- added an additional \$7,479.80. Total check disbursements for the month of June were \$8,274.80.

Special thank you to Heidi, Julie and Joan for running the office without issue while I was on vacation! We are beginning to gear up for a busy next few months! It was nice playing catch up, and working diligently with agreements etc with the village, but I have already been coordinating tax figures', banking lists, and forms between the county, assessors, and the school district. August 1st we begin selling our hunting licenses, and by September 1st we begin collecting school taxes.

2. Thank you to the Hill Cumorah cast members that came to clean (inside and out!) the town hall as community service.

3. Building update- Raccoons are gone, and the opening where they were entering has been repaired.

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

1. Highway Report: Highway Superintendent Mike Boesel was unable to attend the meeting but did submit his usual report, so Councilman Welch reported on his behalf.

**Highway Superintendent Report
For Town Board Meeting
7/26/18**

Since the 6/28/18 Town Board meeting we have completed the following work:

- Brushmowing/Tree work –Cole Road, Leroy Road, Parker Road
- Asphalt Work – Schilling Road, Jeffery Road, Cole Road
- Chipsealing – Dey, Sheridan, Floodman, Garnsey, Harris, Haak, Leroy, Cole Roads
- Inter-municipal Assistance
 - 6/29/18 2 Palmyra trucks to assist Williamson Hwy with hauling
 - 7/12/18 2 Palmyra trucks to assist Walworth Hwy with surface treating
 - 7/13/18 2 Walworth trucks to assist Pal Hwy with surface treating
 - 7/13/18 3 Williamson trucks to assist Pal Hwy with surface treating
 - 7/19/18 1 Arcadia water truck to assist Pal Hwy with dust control
 - 7/20/18 2 Williamson & 2 Walworth trucks to assist Pal Hwy with surface treating
- **Summer Road Work** - We recently chipsealed 8.8 miles of our Town Roads. These included the following: Dey, Sheridan, Floodman, Garnsey, Harris, Haak, Leroy, Cole. Last month we surface treated 0.75 miles of the north end of Schilling, bringing our summer total to 9.55 miles completed to date. We still have work to complete on Walker Road this summer.
- **Property Cleanups** – On 7/6/18 we performed a property cleanup at 3696 NY Rt.31 due to house fire. Last month, on 6/8/18, we had also performed a repeat property cleanup at 4624 NY Rt. 31 due to abandonment. All labor/equipment expenses have been tracked and submitted back to the Code Enforcement Office.
- **Truck Barn Project** – In the past 30 days, LeFrois Builders completed the installation of the trench drain, grading of the floor, and miscellaneous work. Last week we also completed installation of all bollards and assisted the LeFrois crew with the installation of the Insultarp blanket and steel wire mesh on the newly graded stone floor. This week, the Palmyra Highway crew completed the installation of the in-floor tubing on top of the wire mesh. We are hoping the concrete floor can be poured in the coming week after which there will be a 7-day break period with no activity. I have contacted all subcontractors about the schedule. Immediately following the concrete break period, we will install the fire-retardant plywood on the walls. The OH Doors are tentatively scheduled for installation in mid-August, as well as the overhead heating system. Remaining electrical work is scheduled thereafter to tie all systems together.
- **Kent Street Watermain** – Over a 3-day period, from 7/16 to 7/18, a 4-man group of our Town Hwy crew worked with the WCWSA installing approximately 1000 LF of new 6" plastic watermain. We are still waiting for sampling test results and when approved, there are still 12 water services to be transferred from the old 4" watermain to the new 6" watermain, which includes the Highway Facility Main Shop, as well as the new Truck Barn. The Village funded the materials

necessary for this project (\$14,999.29+) while the Town is assisting with the installation labor.

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

2. Highway Facility Update: The application for the SAM Grant was filed with the State, and Supervisor Miller does not see any problem with receiving the money in a timely fashion.

There was question as to why the highway department had cleaned up and cut a yard instead of calling Fredericks Lawn Care to do so. Mr. Lambrix will follow up with Code Enforcement to find out why.

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

1. Fire Contracts: Councilman Pipitone had nothing further to add regarding the upcoming Fire Contracts as they have not met yet due to scheduling conflicts. The Village is also gathering insurance information and costs at this time.

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

1. Assessor's Office Report for July:

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR'S OFFICE
JULY 20, 2018**

The Final Roll has been filed with the Town Clerks office before July 1st as prescribed by law. Property owners who filed a grievance with the Board of Assessment Review have until July 31, 2018 to file a small claims application against the Town or an Article 7 if the property is commercial or the home owner does not live on that property. As of today, we have not had any small claims or Article 7 application filed against Palmyra that I am aware of.

The County has printed my comp sheets for the update and will soon be printing the cost sheets. People have still been sending in the data mailers we sent out at the beginning of June to confirm or make changes for the inventory on their property. Approximately 75-80% of these have been returned and they will continue to come in at a slower pace over the next several months.

Last week I attend the Seminar on Appraising put on by the NYSAA (New York State Assessor's Association). I took the Wireless Communication Site Valuation class. It provided a lot of good information about valuing these sites as well as places to go to get more information that will help in valuing.

We will be submitting a backup to the County by Friday July 27th for the school tax purposes.

As always, if you have any questions or concerns, I can be contacted in my office most days.

2. Code Enforcement/Zoning Office Report- March: 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 26, 2018 thru July 24, 2018. Mr. Lambrix invited all to read it at their leisure.

3. Minutes from Zoning Board Meeting for March: None

4. Minutes from Planning Board Meeting on July 9th, 2018: Minutes from the July 9th, 2018 Planning Board meeting were shared with the board.

INFORMATION

1. Mike Catalano- EMS Advisory Report: Mr. Catalano said he was planning on meeting with Finger Lakes Ambulance the first week of August, Mr. Miller said he would contact them and facilitate this meeting. There was no EMS report this month as they are still working out a few glitches.

2. Palmyra Pirate Weekend: Palmyra Pirate Weekend is coming! The dates for the movie in the park, vendors, bed race, kids games, and other pirate shenanigans are August 10 & 11.

3. Ray’s Bridge Pub, Inc: Ray’s Bridge Pub, Inc is renewing their On-Premises Alcoholic Beverage License. This is mailed to the Town Clerk annually.

4. Glass Barge / Schooner Lois McClure: The Corning Glass Blowing Barge, and Schooner Lois McClure will be coming to Lock 29 on August 28th. Free tickets are available online.

Agenda Items

1. Approve: Resolution #16-2018: The Partnership between the Genesee Land Trust, Town of Palmyra and Will-O-Crest Farms (Koeberle Family): Mike Lambrix made the motion to approve the Town of Palmyra to submit in partnership with the Genesee Land Trust, and the Koeberle farm properties, to the NYS Department of Agriculture and Markets Farmland Protection Implementation Grant Round 16, and to allow the Supervisor to sign any documents necessary.

Todd Pipitone seconded, and a roll call vote was requested.

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| Councilman Welch | Aye |
| Councilman Lambrix | Aye |
| Councilman Pipitone | Aye |
| Supervisor Miller | Aye |

Vote: 4 Ayes. Carried

**RESOLUTION #16-2018 – PARTNERSHIP BETWEEN GENESEE LAND TRUST,
THE TOWN OF PALMYRA, AND WILL-O-CREST FARMS (Koeberle Family)**

WHEREAS, the Town of Palmyra Comprehensive plan goals include encouraging the retention of high quality agricultural land for farm uses and identifies conservation easements as one land use tool; and

WHEREAS, the Town of Palmyra, received from the Koeberle family a request for consideration to participate in a New York State Farmland Protection program in order to sell an agricultural conservation easement on their farm properties in the Town of Palmyra; and

WHEREAS, the Genesee Land Trust Board of Directors, in partnership with the Town of Palmyra will apply on behalf of the Koeberle family and the Will-O-Crest Farms, (Bill Young) with project parcels located in the Town of Palmyra, and

WHEREAS, no potential conflicts of interest have been identified between the Town Board, individual Town Board members and the Koeberle Family, and

WHEREAS, the Koeberle family is willing to offer the easements at a bargain sale of 87.5% of the value of the project costs to protect their farmland, now, therefore be it

RESOLVED, that the Town of Palmyra intends to submit in partnership with the Genesee Land Trust, the Koeberle farm properties to the NYS Department of Agriculture and Markets Farmland Protection Implementation Grant Round 16; and be it further

RESOLVED, that the Town Supervisor is hereby authorized and directed to execute any agreements or documents necessary to implement this resolution on behalf of the Town of Palmyra.

2. Approve: Resolution #17-2018 Authorizing the Transfer of Funds: Jim Welch made the motion to approve the transfer of funds from the Common Highway Facilities Reserve to the General Fund for electrical work and materials necessary in the sand/salt barn, and behind the main shop, not to exceed \$2,251.12.

Mike Lambrix seconded, and a roll call vote was requested.

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| Councilman Welch | Aye |
| Councilman Lambrix | Aye |
| Councilman Pipitone | Aye |
| Supervisor Miller | Aye |

Vote: 4 Ayes. Carried

**RESOLUTION #17-2018 AUTHORIZING THE TRANSFER OF FUNDS FROM
THE COMMON HIGHWAY FACILITIES RESERVE TO
THE GENERAL FUND FOR ELECTRIC WORK NECESSARY IN THE SAND/SALT BARN
AND BEHIND THE MAIN SHOP**

WHEREAS, a quote was received by the Town of Palmyra for electrical work that is to include two separate underground electrical runs; one leading to the sand/salt barn and one leading to a future generator behind our main shop, to be completed by Lawrence Electric, New York, and

WHEREAS, Lawrence Electric proposed this electric work necessary for the highway facility at 131 Kent Street, Palmyra NY 14522, not to exceed \$624.44,

WHEREAS, a quote from VP Supply Corporation, Rochester NY, had been received by the Town of Palmyra, for electrical materials needed for this proposed work by Lawrence Electric, and additional electrical materials needed to install underground electric from the existing utility pole to our main shop , not to exceed \$1,626.68, and

WHEREAS, the Palmyra Superintendent of Highways, Michael Boesel, has signed the Acceptance of both Proposals,

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Palmyra authorizes the transfer of funds in the amount of \$2,251.12 from the Common Highway Facilities Reserve to the General Fund.

3. Approve: Resolution #18-2018 Approve Salary to Attend Wayne County Planning Board Meetings: Todd Pipitone made the motion to approve the salary of \$45.00 per meeting, paid quarterly to Matthew Krolak to attend Wayne County Planning Board Meetings as the Palmyra representative, beginning August 1st, 2018.

Second: Mike Lambrix

Vote: 3 Ayes. Carried

**RESOLUTION #18-2018
SALARY TO ATTEND THE WAYNE COUNTY PLANNING BOARD
AS REPRESENTATIVE OF THE TOWN OF PALMYRA**

WHEREAS, the Wayne County Board of Supervisors approved the nomination of a suitable candidate at their County meeting on May 21, 2013 for a Palmyra representative to the Wayne County Planning Board;

WHEREAS, on May 23, 2013, the Town Board of the Town of Palmyra appointed Palmyra resident Matthew Krolak to serve on the Wayne County Planning Board,

WHEREAS, the Town Board appreciates the dedication that he has shown over the past five years,

NOW, THEREFORE, BE IT RESOLVED, the Town Board would like to acknowledge this commitment and,

BE IT FURTHER RESOLVED, that the effective August 1st, 2018, the Town of Palmyra will offer Matthew Krolak a salary of \$45.00, to be paid quarterly, for each Wayne County Planning Board that he attends as a representative of the Town of Palmyra, New York.

Additional item added to the Agenda

4. Approve: Supervisor to attend NYS Association of Counties 2018 Fall Seminar: Todd Pipitone made the motion to allow Supervisor Miller to attend the NYS Association of Counties 2018 Fall Seminar training, in Rochester, New York, September 24-26, 2018, not to exceed \$250.00, plus mileage.

Second: Jim Welch

Vote: 3 Ayes. Carried

Motion to approve claims and expenditures: Todd Pipitone made the motion to approve claims and expenditures for the month of July 2018, Vouchers #707 thru #792, totaling \$101,962.02.

Second: Jim Welch

Vote: 3 Ayes. Carried

Adjourn Meeting: At 7:52 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Jim Welch

Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

ATTACHMENT A

**MAPS FROM GENESEE LAND TRUST/
KOEBERLE FARMS**

ATTACHMENT B

**Amendment of communications from
Garnsey Rd residents received previous
month**

ATTACHMENT C

**List of requirements from Assessor for
Code Enforcement**

Regular Town Board Meeting
Thursday August 23, 2018
7:00 PM – PALMYRA TOWN HALL