

COMMUNICATIONS

**COUNTY
CLERK UPDATE**

- 1. **Updates from the County Clerk:** County Clerk, Mike Jankowski, visited the Town Board meeting and thanked the Town of Palmyra for hosting a Wayne County passport clinic that evening. He said it was very successful and pointed out that \$25.00 per passport was kept in our county when renewed this way (or at the WC Clerk’s office), as opposed to going to the post office.

Mr. Jankowski also reported that the pistol permit gun card program has also been successful, and there are currently well over 2000 plastic card permits in Wayne County. He also explained that the Veteran ID card program (used for veteran discounts, etc), beginning in late summer/early fall, will be using the same ID card equipment as currently used for the gun cards, saving greatly on equipment costs.

Lastly, County Clerk Jankowski pointed out that the volume of deeds and mortgage transactions at the county clerk office has increased 8% over last year. Jankowski was optimistic and said he thought this showed that our economy might be getting better.

Supervisor Miller and Councilman Nussbaumer, both thanked and commended the County Clerk for his additions and improvements in the County Clerk’s Office.

**WC SHERIFF’S
REPORT**

- 2. **Wayne County Sheriff’s Report:** None available at this time. Supervisor Miller will send the report to the board members when it becomes available.

REPORTS OF STANDING COMMITTEES

Economic Development, Appeals and Town Clerk’s Office Committee

- Todd Pipitone, Chairman

**MAY TOWN
CLERK’S
REPORT**

- 1. **Town Clerk’s Office Report for May:** Councilman Todd Pipitone suggested Board members read the report, which includes details about projects and tasks the Town Clerk’s office worked on in May. Each person in the office detailed the tasks accomplished during the month, to apprise the Board of the variety and quantity of work involved. Councilman Pipitone asked that the reports from the Clerk’s office now be limited to one page, and not include the day to day, continual duties performed in the Clerk’s office. It was noted that Town Clerk Lynne Green is on vacation, and will return on June 4th.

- 2. **Route 31 Proposed Sewer Project:** Councilman Pipitone thanked Irene Unterborn for getting interest survey letters out, and tallying responses. So far, to date, of the 78 sent, we have received 9 "yes" and 13 "no".

**RT 31
PROPOSE
D SEWER
SURVEY
LETTER**

Highway Committee – James Welch, Chairman

- 1. **May Highway Report:** Highway Superintendent Mike Boesel submitted the following report from April 26 to May 24:

**MAY HWY
REPORT**

**Highway Superintendent Report
For
Town Board Meeting
05/24/12**

Since the 4/26/12 meeting we have completed the following work:

- Ditching/Drainage work – Jagger Road, Crestwood Drive, Hogback Road, Trolley Road
- Shoulder Work – Jagger Road, Harris Road, Cambier Road
- Tarps –tarps have been installed on all trucks
- Inter-municipal Assistance
 - 5/1/12 – 5/2/12 – 1 WC Hwy dozer to assist us at Cleasons Rt.31 Pit cleanup
 - 5/15/12 – 1 Palmyra Bobcat/mill to Macedon Highway for milling assistance
 - 5/24/12 – 2 Palmyra trucks on Rt.31 project for milling assistance

Other miscellaneous items include:

- **Palmyra Municipal Auction** – May 12th we held our 27th Palmyra Municipal Auction. The Auction was very successful with record sales over \$4.0 million for the first time ever. Attached below is our original Auction surplus list and the price the items sold for.

**Auction Surplus List Results
From the
Palmyra Municipal Auction
May 12, 2012**

Price:	Highway Dept Item	Selling
	▪ (1) 2011 S650 Bobcat skidsteer loader	\$32,000.00
	▪	
	▪ (1) 1999 Ford F550 truck	\$10,000.00

- **Mowing** – Chris Bratt is mowing for us again this summer. He started roadside mowing on May 15th.
- **Rt.31 Project** – I understand Sealand is moving along as scheduled with the mill/fill project on Main Street. Segment 1 is essentially

completed and they are intending to finish milling on Segment 2 tomorrow with paving scheduled for right after Memorial Day. With good weather, the final Segment 3 should be completed by mid-June.

- **Personnel –**
 - Chris Bratt started back mowing with us on 5/15/12
 - Gerald East started as a summer laborer with us on 5/15/12
 - Summer Interns – Zach Smith and Gage Van Hout started a two-week internship through BOCES with us on 5/21/12.

 - Tom Fraser – Over the past couple weeks we learned that Tom Fraser intends to retire soon.

- **Equipment –**
 - **Radios** – I am requesting approval for our remaining radio upgrades that are required before the end of the year. All our 2-way radios will be switching to narrow-band on 1/1/13 per the FCC. I am requesting to use the surplus revenue from our Auction proceeds to pay for the radio upgrades, price NTE \$4,358.00 by Furman Communications, Inc.

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

MUNICIPAL AUCTION

2. **Municipal Auction:** Highway Superintendent Mike Boesel said that over the past 30 days, a lot of time had been spent on getting ready for the Municipal Auction, which was a huge success. The auction showed record sales of \$4 million!

D.O.T. Rt 31 PAVING PROJECT

3. **Route 31 Paving:** Councilman Welch asked if there was any update as far as the Route 31 paving project. Supt. Boesel said that the projected finish date of June 30th looked promising.

NARROW-BAND RADIO PURCHASE

4. **Radio Purchase:** Superintendent Boesel is being pro-active in looking at vehicle radios that are able to be upgraded when the FCC orders the change to "Narrow Band". Supervisor Miller commended Superintendent Boesel for being careful and not waiting until the "11th hour" to research and makes a purchase. Supt. Boesel is hoping to purchase the radio with the surplus revenue from the municipal auction. Asking for an approval to purchase is under agenda items.

**Facilities, Operations and Planning Committee
– Mike Lambrix, Chairman**

NO PLANNING BOARD MEETING IN MAY

1. **Planning Board Meeting:** Mike Lambrix informed Board members that there was no Planning Board meeting in May.

Supervisor Miller asked if there were plans to wrap the furnaces; Councilman Lambrix said they will be, and agreed that this maintenance was budgeted for.

Zoning and Assessor's Office Committee**- David Nussbaumer, Chairman**

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|----|---|---|
| 1. | <u>Assessor's Office Report for April:</u> The May Assessor's Report was included in the Board packets. Change of Assessment notices were sent out (109 total changes were made to this year's roll) and Grievance Day was May 22. The Assessor's office will now start to concentrate on the upcoming revaluation. | ASSESSOR'S
REPORT |
| 2. | <u>Code Enforcement/Zoning Office Report:</u> April CEO Reports were included in Board packets. Councilman Nussbaumer deferred any general questions to Deputy CEO Bob Grier who was in attendance. | CODE/
ZONING
REPORTS |
| 3. | There was no Zoning Board meeting in May. | |
| 4. | <u>Mobil Home Park Annual Permit Review:</u> Deputy CEO Bob Grier said that all four mobile home park permits were approved. He pointed out that the Town Line Rd. Park was looking very nice, but that Marquart still needed a little work. CEO Dan Wooden is working with Marquart on these minor projects, and there was no problem in renewing any of the permits at this time. Asking for an approval under agenda items. | ANNUAL
MOBILE
HOME
PERMITS |
| 5. | <u>"Temporary Mobil Home Permit" submitted by John and Sherron Mousso:</u> Discussion ensued regarding a temporary mobile home to be located at 3293 Jagger Rd. Deputy CEO Bob Grier warned that sometimes these homes are not removed in a timely fashion, but pointed out to the board that temporary permits are allowed for in the Town of Palmyra's "Mobile Home Ordinance". Deputy CEO Grier also read and approved the way the resolution to be voted on later in the meeting was worded. | TEMP.
MOBILE
HOME -
MOUSSO |

Informational Items

- | | | |
|----|--|-------------------------------------|
| 1. | <u>Health Care Benefits</u> - Supervisor Miller pointed out that changes in healthcare were spoken about at previous meetings, and he offered to invite a Paychex representative back if the board had additional questions. | HEALTH
CARE
BENEFITS |
| 2. | <u>Federal Office Primary:</u> June 26 th , Districts 4 & 6, Federal Office Primary at the Town Hall 12- 9pm. A sample ballot was provided in the town board packets. | JUNE FED.
PRIMARY |
| 3. | <u>Reminder: Memorial Day Parade:</u> Meet at 8:30 AM at the Palmyra Primary School-begins at 9 AM. Councilman Nussbaumer said that he will have the "Town Official" car magnet; Councilman Welch offered to join him for the parade. | MEMORIAL
DAY |

PASSPORT CLINIC

4. **Wayne County Passport Clinic**: Taking place this evening, in the Palmyra Town Hall Gymnasium, from 6-7:30 PM.

RESULTS FROM TOWN AUDIT

5. **Results from Town Audit**: Supervisor Miller was pleased that the Town of Palmyra not only passed the audit, but that we were not cited for any non-conformance. The only recommendation that was made was to make sure any processes that were done by one person, be seen by more than one set of eyes. Supervisor Miller noted the procedures in the Town Clerk and Bookkeeping offices were already balanced systems. He asked the board to send any further recommendations directly to him. Councilman Lambrix stated that none of these were "heavy" recommendations, and that he felt we all go above and beyond what is recommended.

PALMYRA LIBRARY MINUTES

6. **Palmyra Community Library**: The minutes of April 19th, 2012 were provided in draft form only as the library board did not have a quorum in May to approve their minutes.

7. **Public Input**: There was no public input at this time.

AGENDA ITEMS

- 1. **Resolution #13-2012: "Temporary Mobile Home Permit" as submitted by John and Sherron Mousso:**

RESOLUTION 13-2012

TO PERMIT THE TEMPORARY PLACEMENT OF A MOBILE HOME

**MTN:
RESOLUTION #13-2012 PERMIT TEMPORARY PLACEMENT OF A MOBILE HOME**

WHEREAS, the Town of Palmyra does allow the temporary placement of one mobile home not located in a mobile home park in the event of special necessity (from the Town's "Mobile Home Ordinance" , Article 4, Section 400) ; and

WHEREAS, John and Sherron Mousso, residents of 3293 Jagger Road, are selling their home to their son, and a request has been made to place a temporary mobile home on the property, only while they will reside there, so they do not have to move to a senior living facility. They have been apprised of the necessary requirements, including permits, fees, septic systems, and all approvals; and

WHEREAS, approval will be given by the Code Enforcement Officer prior to placement of the afore-mentioned Mobile Home; and

NOW, THEREFORE, BE IT RESOLVED, that the Town of Palmyra hereby approves the temporary placement of a mobile home at 3293 Jagger Road, only while John and/or Sherron Mousso reside there; and that this temporary permit shall be renewable by the Town Board each year and shall not be transferable or assignable.

During the discussion with Deputy CEO Bob Grier earlier this evening, any questions about the "Mobile Home Ordinance" were clarified.

Councilman Nussbaumer made the motion to approve this resolution.

Second: Mike Lambrix

Vote: 5 ayes. Carried

2. **Resolution #14-2012: Budget Adjustment for purchase of Bookkeepers Software:**

RESOLUTION 14-2012

MODIFY 2012 BUDGET TO INCLUDE PURCHASE OF ACCOUNTING SOFTWARE

**MTN:
RESOLUTION
#14-2012
MODIFY 2012
BUDGET TO
INCLUDE
PURCHASE OF
ACCOUNTING
SOFTWARE**

WHEREAS, the 2012 Budget of the Town of Palmyra was prepared and Board approved on November 10, 2011; and

WHEREAS, the current accounting software is 12 years old and the vendor is no longer providing upgrades or enhancements.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board approved the purchase of accounting software from Enhanced Business Systems at the May 8th meeting; and

BE IT FURTHER RESOLVED, that the General Fund Expense Account A1220.400—Supervisor/Contractual Expense, be increased by \$6,902.00 and that the General Fund Account A0599 Appropriate Fund Balance be used in the amount of \$6,902.00 to pay for these professional services.

After double checking the dollar amount given for the cost of the bookkeeper’s software, Councilman Nussbaumer made the motion to approve this motion.

Second: Jim Welch

Vote: 5 ayes. Carried

3. **Approve: Highway Superintendent’s Attendance at Annual School:** Councilman Welch made the motion to approve Highway Superintendent Mike Boesel’s attendance at the 2012 Highway School, at Ithaca College, June 11-13, 2012. Councilman Nussbaumer asked that the cost not exceed \$100.00 (there will be no mileage incurred as he will be driving a town vehicle), and Councilman Pipitone asked that a report be given after the meeting.

**APPROVE:
HWY SUPT.
ATTEND. TO
ANNUAL
SCHOOL**

Second: David Nussbaumer

Vote: 5 ayes. Carried

**APPROVE:
HWY RADIO
PURCHASE**

4. **Approve: Radio Purchase for Highway Department:** Councilman Lambrix made the motion to approve the purchase of Narrow Band radios as discussed earlier this evening, not to exceed \$4358.00.

Second: James Welch

Vote: 5 ayes. Carried

**APPROVE:
ANNUAL
MOBILE HOME
PARK PERMITS**

5. **Approve: Mobile Home Park Annual Permit:** Councilman Nussbaumer made the motion to approve the multiple Mobile Home Parks Annual Permits per the recommendation of the Code Enforcement Officer. Councilman Lambrix verified with Deputy CEO Bob Grier that all parks had passed their inspection.

Second: Mike Lambrix

Vote: 5 ayes. Carried

**APPROVE:
TOWN OF
PALMYRA NON-
RESPONSE TO
NON-
DOMESTIC
RABIES CALLS**

6. **Approve: Town of Palmyra's Non-Response to Rabies Calls:** Councilman Nussbaumer made the motion to approve that the Town of Palmyra will no longer respond to non-domestic / wild animal calls for rabies, that this will take effect 30 days from the carrying of this motion, and that this supersedes any prior agreements for rabies control between the Town of Palmyra and the County of Wayne.

Discussion ensued regarding liability and the fact that there is special training needed for such cases. Supervisor Miller stated that because of the risk, we should let the county do their job. Councilman Lambrix asked what is to be done if there is a questionable animal. Supervisor Miller said to call "911", and they will know where to properly direct the call.

Second: Mike Lambrix

Vote: 5 ayes. Carried

**APPROVE:
NOTIFICATION
LETTER TO WC
REGARDING
RABIES
RESPONSE**

7. **Approve: Notification Letter to be sent to Wayne County Regarding Rabies Response:** Councilman Lambrix made the motion to approve a letter to be sent to Wayne County, signed by Supervisor Miller, notifying Wayne County that the Town of Palmyra will no longer provide rabies response for non-domestic / wild animals.

Second: Todd Pipitone

Vote: 5 ayes. Carried

8. **Approve: Results from Audit:** Councilman Nussbaumer made the motion to approve the audit provided by the Raymond F. Wager, CPA, P.C. Certified Public Accountant Firm. The completed audit was dated August 29, 2011.

**MTN:
APPROVE
RESULTS
FROM AUDIT**

Second: James Welch

Vote: 5 ayes. Carried

9. **Approve: Claims and Expenditures on Abstract #231:** Councilman Nussbaumer made the motion to approve the claims and expenditures shown on Abstract #231, that includes voucher numbers 13145 through 13225, totaling \$58,532.47.

**MTN:
APPROVE
CLAIMS &
EXPEND-
ITURES ON
ABSTRACT
#231**

Second: Mike Lambrix

Vote: 5 ayes. Carried

Motion to move into Executive Session: At 7:44 PM, Councilman Pipitone made the motion to enter into Executive Session to Discuss a particular proposed litigation, and also a matter of particular personnel. Highway Superintendent Mike Boesel was invited to join the Board.

**MTN: TO
MOVE INTO
EXECUTIVE
SESSION**

Second: David Nussbaumer

Vote: 5 ayes. Carried

At 8:49 p.m., the Board was back in the main room, and Councilman Nussbaumer made the motion to come out of Executive Session.

Second: Mike Lambrix

Vote: 5 Ayes. Carried

Motion to Adjourn: At 8:50 p.m., Councilman Lambrix made the motion to adjourn the meeting.

**MTN:
ADJOURN
MEETING**

Second: Todd Piptone

Respectfully Submitted,

Irene Unterborn
Deputy Town Clerk

RESOLUTION #13-2012: **Temporary Mobile Home Permit
Submitted by John and Sherron
Mouso**

RESOLUTION #14-2012: **Budget Adjustment for Purchase of
Bookkeepers Software**

**NEXT TOWN BOARD MEETING
Thursday, June 28th, 2012, 7:00 P.M
PALMYRA TOWN HALL**