

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
November 22, 2022**

At 7:00 p.m., Supervisor Miller called to order the Town Board meeting and public hearing, scheduled for Tuesday, November 22, 2022, 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:

Kenneth Miller, Supervisor
James Welch, Deputy Supervisor
Brad Cook, Councilman
Doug DeRue, Councilman
Todd Pipitone, Councilman

The following is the legal notice that had been printed in the Town's official newspaper, *The Times of Wayne County*, and posted on the Town Hall's bulletin board before the hearing, in accordance with law.

LEGAL NOTICE
PUBLIC HEARING FOR
Review of RESOLUTION #16-2022
ADOPTING REVISED SCHEDULE OF INCOME ELIGIBILITY
LEVELS FOR THE TOWN OF PALMYRA REAL PROPERTY TAX EXEMPTION
FOR PERSONS SIXTY-FIVE YEARS OF AGE OR OLDER

WHEREAS, it has been numerous years since the income eligibility for exemptions has been reviewed for persons 65 years and older, and

WHEREAS, a Public Hearing is required by law before increasing the income eligibility to match such things as inflation and social security increases,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Palmyra, Wayne County, will meet at Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York, on the 22nd day of November, 2022 for the purpose of considering the proposed increase by said Town Board,

AND BE IT FURTHER RESOLVED that the Town Board will, at said times and place, hear all persons in favor of, or against, the proposed increase, which is available for viewing Mon-Friday 9-5pm in the Town Clerks Office. Interested persons may be heard in person, by attorney or agent, or in writing.

DATED: October 28th, 2022 BY ORDER OF THE PALMYRA TOWN BOARD

ATTENDANCE

Also in attendance: Casey Carpenter from the Wayne Times, Chuck & Julie Hartman, Highway Superintendent Mike Boesel, and Michael Jaromin (sp?).

OPEN PUBLIC HEARING:

At 7:01 PM, Councilman Pipitone made the motion to open the public hearing For Review of Resolution #16-2022 Adopting Revised Schedule of Income Eligibility Levels for The Town of Palmyra Real Property Tax Exemption for Persons Sixty-Five Years Of Age Or Older.

Second: Brad Cook

Vote: 4 Ayes. Carried

CLOSE HEARING

At 7:03 PM, as there were no questions, Councilman Welch made the motion to close the public hearing.

Second: Brad Cook

Vote: 4 Ayes. Carried

REGULAR MEETING

At 7:04 PM, motion was made by Doug DeRue to open the regular meeting.

Second: Brad Cook

Vote: 4 Ayes. Carried

AGENDA: TOWN BOARD MEETING

Councilman Pipitone made the motion to combine approval of minutes from the Town Board meeting on October 27th, 2022 and approval of minutes from the Special Town Board meeting on November 8th, 2022.

Second: Brad Cook

Vote: 4 Ayes. Carried

GUEST SPEAKER

WC EMS Board Representative Mike Catalano was unable to attend.

COMMUNICATIONS RECEIVED

None at this time

PUBLIC INPUT

None this evening.

NOTE:

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

**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. Update on Pilot Agreement for Vienna Place: Mr. Miller asked that this discussion be tabled until the next meeting.

2. Municipal Shelter Report: All dog shelter services were rated "Satisfactory", and no changes were suggested.

3. Public Water Supply Testing: Routine samples show that the Palmyra South is in slight violation of sanitary code, and will be required to notify the public. Testing is required every 3 months until cleared. Notices will be sent by the WCWSA to affected homes. There is no action required by the Town.

4. Davis-Ulmer Fire Protection Inspection: Annual inspection went well, no deficiencies found.

5. Fire Advisory Board: Recommendation for Warren Frederick to be appointed to the Wayne County Advisory Board as representative for Palmyra.

6. Cold War Veteran Exemptions: With discussion of Cold War Veteran Exemptions, the board concluded that a 15% exemption should be given. The straw vote was 2 for 10% and 3 for 15%. A resolution will be voted on at the December 22, 2022 meeting to make it official.

7. Division of Criminal Justice: We received a letter wanted to verify who is our current Peace Officer. We do not currently have one, and there is no requirement that we have one. Our retired constable, Gary Rose, would like a “Retired Town Constable Badge,” and Mr. Miller said that he would check on obtaining one for him.

8. Shoveling Entrances at Town Hall: Supervisor Miller will check with Mr. Moorehouse this week to see if he is available to contract.

9. Court Bailiff Agreement: The clerk attached last year’s agreement to review. When asked, the Village clerk said she thought it was just continuing and Village is ok if it stays as is. Supervisor Miller will review and discuss further.

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

-Councilman Bradley Cook

1. Town Clerk Report for November:

TOWN CLERK OFFICE REPORT TO THE BOARD **NOVEMBER 2022**

September and October the Town Clerk’s office was not only focused on the school tax collection, (and “settling up” with Pal- Mac CSD, Wayne County and Ontario County), as well as issuing many hunting licenses, but also taking turns being sick...ugh! After 2 ½ yrs., Covid finally reared its ugly head in our office at the end of October. Luckily, each of us only needed to be out about a week!

Second round DMP’s (first come first served doe permits) became available on Tuesday, November 1st, so I came in to the town hall at 7 AM to accommodate our local hunters. As for school tax collection, we ended up collecting \$17,237,157.50 of the \$18,150,560.38 of the total warrant. I am waiting to hear from Wayne County IT regarding their final reports so that I can bill the Pal-Mac CSD for tax collection.

Eco Green Shredding will be here on Wednesday November 23rd to tend to the records that are set for destruction. We have approximately 12 banker boxes that will be destroyed and will cost approximately \$150 - \$180.00. There is no way to know absolute cost without knowing total weight.

Through dog licensing in October, we sold 60 licenses totaling \$494.00, misc sales, including marriages licenses, hunting/fishing, vital record requests, Bingo proceeds, Zoning etc – added an additional \$5,041.60. Total check disbursements for the month of October totaled \$5,535.60. We are trying to locate any dog owners that have not paid their licenses, or have moved from the area so that we can keep updating our files.

Also, I just wanted the board to know that I have received my Certification as a Registered Municipal Clerk (RMC) from the New York State Town Clerk's Association. This acknowledges the extensive training and standards I have met as Town Clerk.

Irene Unterborn, RMC
Palmyra Town Clerk
November 17, 2022

2. Building Update: Frontier Glass came to change out all the faded accessible signs on the front doors, as well as try to fix the outdoor accessible button. They needed to order a part and will return soon. Airquip need to come out to check the unit in Archive Room A as the computer portion was not “communicating” with the outside unit. It is working now. AirQuip agreements are on for approval later.

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

1. Highway Department report for November:

**HIGHWAY SUPERINTENDENT REPORT
FOR TOWN BOARD MEETING
11/22/22**

Since the 10/27/22 Town Board meeting we have completed the following work:

- **Plowing/Sanding** –To date this winter season we have made a total of ~1.25 trips out of the barn.
A comparison to this point of the past 5 winter seasons is below:
 - November 2021 – 1 trip
 - November 2020 – 3 trips
 - November 2019 - 3 trips.
 - November 2018 - 5 trips.
 - November 2017 - 3 trips.

- **Tree & Brush Work** – We have and will continue to brush mow roadsides and perform tree work as time and weather permit throughout the Fall/Winter months. We are currently mowing on Stafford Rd.
- **Roadside Mowing** - Our roadside mowing program ended on 11/10. Chris Bratt has indicated he intends to come back for another season next Spring.
- **Winter Prep** – In the past month, remaining trucks were completely outfitted for the winter season. Also, next week we intend to start installing snow fence as weather permits.
- **Personnel** –Bill Austin remains out since 10/12. Sandy Farbizio will be vacating our Highway Clerk at the end of the year but is willing to help cross-train. Interviews for the position were held last Friday. In the Village, Chad Shaffer was hired late summer to replace the vacancy by Jim Eckert. Chad was recently promoted to Working Foreman in the Village.
- **Misc Work Completed** –
 - Daansen Road Culvert Replacement – On Nov 8-10th, Macedon Excavating assisted us with the replacement of a 36” storm cross culvert.
 - Hogback Hill – ditching work completed
 - Lusk Road – shoulder work completed
 - Desmith Road shoulder work completed
 - Tree debris picked up – Quaker Rd, S.Creek Rd, Trolley Rd, Jeffery Rd,
- **Highway Dept Issues:**
 - **Office/Breakroom Heat** – The boiler in the office/breakroom continues to be a problem. We believe we have a problem with the intake line, either in the tank or underground.
 - **Phone System** – The landline phones have not worked for most of the year with the exception of voicemails. TPX has not resolved the problem and I have a quote from Integrated Systems to provide phone service to the Highway Department for discussion/review.

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

2. Possible New Clerk Hire at Highway Department: Councilman Welch and Highway Superintendent Boesel interviewed candidates for the part-time highway clerk position. Later this evening they would like to invite the board into executive to discuss the candidates.

Mr. Boesel added that they had budgeted for a 14-foot snow pusher, and it is now in house! It had been many many years since the highway department had gotten one.

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

Councilman DeRue reported that he had spoken to Village Trustee Mark Warters, and he had not heard back from their attorney regarding the Village Fire Contract at this point.

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

1. Assessor's Office Report for November:

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR'S OFFICE
NOVEMBER 17, 2022**

We are continuing to send out 1st year enhanced (senior) STAR exemption forms as requested by those that currently have the basic STAR exemption. If there are issues for those receiving the STAR check, we are directing them to call the state's STAR Credit phone number. Over the past couple of months, we have had some individual home owners that have not received their STAR credit/exemption or received the incorrect amount for the credit/exemption. I have called the State for them and helped to find out what the issues were and how to go about correcting them so this will not happen for them in the future. As always, any new owners are sent the information on how to apply for STAR Credit (this is for both basic and enhanced).

For the Senior Citizen exemption RP-467 (low-income seniors) I am recommending a limit increase. This was last done in 2004. It was updated to the same limits as the county at that time. Currently the county is/will be updating their limits. Please see attached income schedule for more details. These new limits will help keep Seniors currently receiving this exemption within the limits of the exemption. They may have gone over due to increases in social security. I have also recommended this change in levels to the Village Board. So that the Town, County and village limits stay the same.

Also, I believe you will be discussing the Cold War Veterans exemption. If you do decide to adopt this exemption the Board will need to decide what level/percentage to go with. You can do a 10% exemption with an \$8,000 cap or a 15% exemption with a \$12,000 cap. The 15% exemption with the \$12,000 cap would be the same as the War Veterans exemption. This would have to be adopted/approved by resolution/Town Law before March 1, 2023, to be applied to the 2024 January tax bill. Anyone applying for this exemption would also be required to apply by March 1, 2023.

*****Also, we will need two (2) new members for the Board of Assessment Review. Nelson Claeysen has retired after many years as a member of the Board of Assessment Review. We have also been short the additional member for a couple of years. It is not easy to find someone to serve on this board, so it is going to take time to find someone who is willing to do the job.*****

If you have any questions or concerns, please let me know.

2. CEO Report for November: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates of compliance from October 25th thru November 17th, 2022.

3. Minutes from Zoning Board Meeting from November: None from this month.

4. Minutes from Planning Board Meeting from November 14th, 2022: Minutes from the Planning Board meeting were distributed to the Town Board members.

Councilman Pipitone added that the Assessor agreed to the change in her hours for 2023. No clarification of those hours was given.

INFORMATION

1. Proposed Water Rate Change: WCWSA is proposing an increase from \$4.85 to \$5.00 per thousand gallons purchased, and the basic charge from \$25.00 to \$30.00 per quarter.

2. NYSEG Reminds Customers That Heap Enrollment Has Begun: NYSEG is reminding customers that NY Home Energy Assistance Program has begun November 1st, 2022, and enrollment should be done as soon as possible. For more information, please visit the *New York State OTDA* website.

Supervisor Miller reported that we received a thank you note for the Town's donation to Mercy Flight.

REGULAR AGENDA ITEMS

1. Approve: Resolution #16-2022: Todd Pipitone made a motion to approve Resolution #16-2022 Adopting a Revised Schedule of Income Eligibility Levels for The Town of Palmyra Real Property Tax Exemption for Persons Sixty-Five Years of Age or Older, as written:

Second: Brad Cook

Vote: 4 Ayes. Carried.

**RESOLUTION #16-2022
ADOPTING REVISED SCHEDULE OF INCOME ELIGIBILITY LEVELS FOR THE TOWN OF
PALMYRA REAL PROPERTY TAX EXEMPTION FOR PERSONS SIXTY-FIVE YEARS OF AGE OR
OLDER**

RESOLVED, pursuant to the provisions of Section 467 of the Real Property Tax

Law, that the Town Board of the Town of Palmyra has duly held a public hearing on the adoption of the following revised schedule of maximum income eligibility levels

for the Town real property tax exemption for persons sixty-five (65) years of age or older; not, therefore, be it

RESOLVED, pursuant to Section 467 of the Real Property Tax Law, that the following schedule of maximum income exemption eligibility levels is hereby approved and adopted:

Annual Income Rang	/ Exemption Percentage
\$15,100 or less	50% exemption
More than \$15,100, but less than \$16,200	45% exemption
\$16,200, or more, but less than \$17,300	40% exemption
\$17,300 or more, but less than \$18,400	35% exemption
\$18,400 or more, but less than \$19,500	30% exemption
\$19,500 or more, but less than \$20,500	25% exemption
\$20,500 or more, but less than \$21,500	20% exemption
\$21,500 or more, but less than \$22,500	15% exemption
\$22,500 or more, but less than \$23,500	10% exemption
\$23,500 or more, but less than \$24,500	5% exemption
\$24,500 or more	Not Eligible

RESOLVED, to also include the municipal option -- any person otherwise qualifying under this section shall not be denied the exemption under this section if he becomes sixty-five years of age after the appropriate taxable status date and on or before December thirty-first of the same year.

AND BE IT FURTHER RESOLVED, that this resolution shall take effect immediately and shall apply to assessment rolls prepared based on taxable status dates occurring on or after January 1, 2023.

2. Approve: Agreement to Exempt Referral of Certain Local Applications: Todd Pipitone made the motion to approve Supervisor to sign the agreement with Wayne County to Exempt Referral of Certain Local Applications.

Second: Brad Cook Vote: 4 Ayes. Carried.

3. Approve: AirQuip Heating and Air Conditioning for service of Heating and Cooling System: Brad Cook made the motion to approve the supervisor to sign agreement with AirQuip Heating and Air Conditioning, for service of Heating and Cooling System for two trips per year. Trip #1 will include heating tune up, cleaning and inspections, Trip#2 – Air Conditioning tune-up, cleaning, and inspection service, with all filters included, not to exceed \$2,100.00.

Second: Todd Pipitone Vote: 4 Ayes. Carried.

4. Approve: Agreement with Village, Town and Community Center for 2023: Jim Welch made the motion to approve Supervisor to sign the agreement between the Village of Palmyra, Palmyra Community Center, and Town of Palmyra for 2023, with payment to Village for this agreement not to exceed \$49,440.00.

Second: Brad Cook Vote: 4 Ayes. Carried.

6. Approve: Vienna Place Agreement: The main question is still about whether or not the land is included.....100% exemption has never been granted before. Jim Welch made the motion to table this decision.

Second: Todd Pipitone Vote: 4 Ayes. Carried.

7. Approve: Jack Moorehouse to Shovel Town Hall Entry Ways:
Supervisor Miller is to follow up and see if he is available. Jim Welch made the motion to table this decision.

Second: Todd Pipitone Vote: 4 Ayes. Carried

MOTION TO APPROVE CLAIMS AND EXPENDITURES

Todd Pipitone made the motion to approve claims and expenditures for November 2022 – Vouchers #2022-1187 thru #2022-1277 totaling \$174,179.48

Second: Brad Cook Vote: 4 Ayes. Carried.

MOTION TO ENTER INTO EXECUTIVE SESSION

At 7:29 PM, Jim Welch made the motion to enter executive session to discuss particular personnel, and invited Mr. Boesel to join in the conversation.

Second: Todd Pipitone Vote: 4 Ayes. Carried.

MOTION TO EXIT EXECUTIVE SESSION

At 7:50 PM, Todd Pipitone made the motion to exit executive session.

Second: Brad Cook Vote: 4 Ayes. Carried.

MOTION TO ADJOURN

At 7:51 PM, Jim Welch made the motion to adjourn the meeting.

Second: Todd Pipitone Vote: 4 Ayes. Carried.

Respectfully submitted,

Irene Unterborn
Town Clerk

Regular Town Board Meeting
Thursday December 22, 2022
7:00 PM - Palmyra Town