

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
February 25, 2016**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, February 25, 2016, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Upon roll call, the following Board members were present:

- Kenneth Miller, Supervisor
- James Welch, Deputy Supervisor
- Todd Pipitone, Councilman
- Bradley Cook, Councilman

Councilman Michael Lambrix was absent.

MTN: APPROVE PREVIOUS TOWN BOARD MINUTES

Motion was made by Todd Pipitone to approve the minutes of the Town Board meeting on January 28, 2016.

Second: Jim Welch

Vote: 3 Ayes. Carried

Also attending was: Palmyra Code Enforcement Officer Pat Sheridan, Marc Carrier and Jacob Carrier.

ATTENDANCE

HEARING

There was no official hearing this evening.

HEARING

COMMUNICATIONS

A letter was sent to the Supervisor from Mr. John Tonzi regarding his recent visit to the Town Clerk Office. Mr. Tonzi took the time to send a "letter of praise" as he was "taken aback by the friendliness and efficiency of the Town Clerk and her assistant". He stated that he was treated "in a manner that most elected officials could take an example from".

LETTER OF APPRECIATION RE: TOWN CLERK OFFICE

Thank you sir, for a very positive letter!

REPORTS OF STANDING COMMITTEES**Supervision: Animal Control, Human Resources, Historian, and Finance -
Supervisor Ken Miller**

1. **Building Security:** Supervisor Miller provided the Board Members with a preliminary plan/map from the MRB Group regarding Town hall security. He asked that they take the time and review the material before discussing it at the workshop scheduled for March 8th, at 7 PM. He also mentioned that the other topic of discussion will be the temporary contractual employees that we utilize in the code enforcement office and highway department. He stated that these folks were contracted on a temporary 6 month basis, and we need to either “firm them up” or “see what their intentions are”.
2. **CSX Update:** Conversations have ensued between CSX, George Bastedo (Director of Emergency Management for Wayne County), and Supervisor Miller. Mr. Miller explained that there have been many roadblocks created by CSX (mostly the additional cost due to additional workers, insurance, engineers etc., that CSX would require) that would be imposed by them to complete the demolition of the hazardous property at 4775 Tellier Rd. Mr. Miller received no further word from CSX, and is considering asking Beth Hoad to write an article for the local paper, to include a complete timeline and history, showing the lack of co-operation from CSX in dealing with what could be a life threatening situation if this house falls on the railroad tracks. Discussion ensued regarding the additional nearly \$40,000.00 that CSX would require to work with us. In one week, Mr. Miller will copy the board in on a letter informing CSX that the burden of this project will now lay with them, and the homeowner, if this house falls on the tracks.

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

Town Clerk Report: Councilman Cook shared the following town clerk’s office report with the board:

TOWN CLERK OFFICE REPORT TO THE BOARD
FEBRUARY 2016

All four Petty Cash drawers were balanced to the penny. The clerk's checkbook and all year end bank statements also balanced. Comptroller recommended audit check lists were completed and

filed with the town clerk for not only the Town Clerk's Office and Tax Collection (audit performed by Councilmen Cook and Lambrix), but the book keeper as well (audit performed by Councilman Welch) and Palmyra Town Court (audit performed by Councilman Pipitone).

January and February have been steady with Town and County tax collection and water payments. So far, since January 1, we have collected \$3,788,579.18 of the \$4,884,810.53 tax warrant....leaving just \$1,096,834.72 to be collected until the final deadline of March 31st. One half of the total warrant was received in the last week of January alone!! Water collection transactions have substantially increased in number as Newark and Lyons no longer collect on behalf of the Wayne County Water and Sewer Authority.

Through dog licensing in January, we sold 78 licenses totaling \$627.00, misc sales – FOIL requests, marriage licenses, hunting/fishing, vital record requests, etc- added an additional \$1199.53. Total check disbursements for the month of January were \$1826.53.

I applied as a "New Town Clerk", and received, a minimum of \$400.00 scholarship (could be more if any scholarship winners are unable to attend), to attend the NYS Town Clerk Association conference held in Saratoga Springs, New York, April 17-20, 2016. These meeting are very important as it is where I learn new rules, regulations, and laws that are essential to serving as Palmyra Town Clerk. To be able to accept the scholarship, I must attend the entire conference. Previous to this, when the meetings are closer (Buffalo or Rochester), I attended and then drove home each day. I will be asking for approval to attend the conference this evening.

We look forward to working with our new Town Board Liaison, Councilman Brad Cook!!

2. Scholarship for NYSTCA Meeting: The Town Clerk applied for, and received, a \$400.00 scholarship to be used to attend the NYSTCA meeting in Saratoga Springs, April 17-19, 2016. The clerk explained that the entire amount would need to be paid in full, and then the scholarship monies would be reimbursed.

3. General Facility Maintenance and Front Entrance: Councilman Cook stated that he was not sure how building maintenance was handled in the past, but that he would like to sit down with Supervisor Miller to formulate a yearly maintenance schedule including such things as furnace cleaning, gutters, roof leaks, what structures were repaired, who we used, what we paid, etc. Discussion ensued, and Councilman Welch offered Mr. Cook some of the pertinent contact numbers he would need.

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

1. **Highway Department report for January:** Though he was absent (out plowing!), Highway Superintendent Mike Boesel submitted the following report from January 28, 2016 through February 25, 2016:

**Highway Superintendent Report
For Town Board Meeting
2/25/16**

Since the 1/28/16 Town Board meeting we have completed the following work:

- **Plowing/Sanding** –To date this winter season we have made a total of 47 trips out of the barn. A comparison to this point of the past 4 winter seasons is below:
 - February 2015 - 97 trips
 - February 2014 - 109 trips
 - February 2013 - 60 trips
 - February 2012 - 39 trips.
- **Salt Orders** – To date this winter season we have ordered approximately 1192 tons of our 2800 ton allotment, which approximately 42% of our requested allotment.
- **Highway Facility Issues** - Over the weekend of 2/14/16 we had no heat due to a frozen fuel line from the fuel tank in the dog kennel to the tractor bay. On 2/11/16 we had to leave the office space due to high carbon monoxide levels and exhaust fumes from the shop.
- **Winter Fleet Maintenance** – Over the past 30 days we have continued with general maintenance on the entire fleet. Over the next couple months we will continue to bring in various 'summer'-related pieces of equipment for their annual servicing and maintenance work.
- **Brushmowing/Tree work** - Earlier this month we performed brushmowing and tree work on Quaker, Daansen, Stafford, Cornwall, Trolley, Garnsey, Vault and Palmer Roads.
- **Advocacy Day Approval - CHIPs Funding** – Our annual Advocacy Day in Albany is coming up on Wednesday March 9th. This funding is critical to keeping our roads in good condition. It appears we may get an increase in funding thru a new PAVE NY Program with monies funding thru a Chips-like formula to all the Towns. Almost all the Superintendents from Wayne County are planning to attend again this year.
- **Palmyra Municipal Auction** – The date has been set for Saturday May 14, 2016. I intend to have the Auction Contract on the March agenda for approval.
- **Village Budget** – Budget season continues in the Village. The next meeting is scheduled for 3/7/16.

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

Councilman Welch explained that though Highway Superintendant Boesel was not in attendance this evening, they had spent a couple hours discussing the highway report, and that Mr. Welch would be glad to

address any questions that may arise. The following memo was also included in the board packets, voicing the many concerns over items in the highway facility. A brief discussion ensued, and Councilman Welch asked if the topic of the highway facility could be added to the upcoming workshop in March. It was decided there was already too much to discuss, but that perhaps April was a better month. The Town Clerk asked that she be notified in a timely manner (so she could advertise and post) if an earlier workshop was preferred. Mr. Welch also asked to include an excavation permit to be signed by the Supervisor later under approvals.

MEMO

To: Town Board
From: Mike Boesel – Palmyra Highway Dept
Date: 02/25/16
Re: Highway Facility Improvements Needed

I wanted to bring a recent issue to your attention from the highway department.

On 2/11/16, I finally had enough with the exhaust fumes from the shop infiltrating the office area that I had to leave. Fumes from the exhaust from one of the trucks were so bad in our office space that we had to air out the entire break room and both office spaces. I had a school meeting and I had to go home to shower and change my clothes to get rid of the exhaust smell.

These, and many other issues, have been an issue for many many years here at the highway department, and we just keep dealing with it. Our historical solution has been to open all garage doors, office doors and windows. In turn we lose all our heat and have to work in the cold until the waste oil furnace gets us warmed back up.

We continue to work here in a 1960's era facility, with an annually leaking roof, heating it with any waste oil that we can scrounge up, a 30-year old shop hoist that cannot accommodate newer and larger equipment, a joint fuel facility with no backup power generation, all while keeping our fleet washed and clean on the next 35-degree winter day, and storing our millions of dollars worth of equipment in cold storage facilities scattered around the property, plugged into electrical outlets on timers to keep the engine blocks warm during the overnight hours.

In light of all the Town Hall improvements being discussed recently and those completed over the past 6 years to improve working conditions there, and nothing here, I'm hoping we can start working on ideas for our highway complex again sometime soon. You will recall that at the February 26, 2015 TB meeting, instead of spending \$35k on a Blue Rock Energy lighting proposal, we authorized MRB Group to look at highway barn alternative options. We made some strides last year, but got scared of the costs of doing anything that MRB proposed. Finally, at the August 27, 2015 TB meeting the Board shot down all their ideas essentially due to costs.

I'm not sure retrofitting a 50-year old shop building here is worth it. But, per the last paragraph of the 8/27/15 TB meeting minutes, below is a short list of issues we have been dealing with here lately:

- shop roof leaking
- shop hoist undersized and soon to require major upgrades
- shop heat with waste oil hard to keep supplies up and high maintenance
- shop air exchange extremely poor due to vehicle and welding exhaust
- shop storm drain pipe undersized, clogs
- concrete floors cracked and pitted
- windows leak and doors rusting on bottoms
- air conditioner OLD and inefficient
- parts room undersized
- underground storage tank in parking lot - fuel oil - new UST regulations this year to deal with
- electric in truck barn in need of upgrade
- no emergency backup electric generator for the joint facility

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

1. Palmyra Master Plan Update Committee – Councilman Pipitone voiced his concern that our town’s master plan was over 10 years old and out of date. He will ask for permission to form a committee later in meeting, and asked for any suggestions that the board might have. Supervisor Miller suggested that he limit the number of people serving on that committee, and to try to get a good cross section of interests when choosing committee members from Palmyra. He also suggested looking at other municipalities for ideas. Mr. Pipitone offered that he will write a piece for the local newspaper and try to solicit members. This new plan will be presented to the board when completed.

2. Town Hall Telephones: Mr. Pipitone spoke with Dan Cashman, a representative from Astro Networks that had previously met with Supervisor Miller, Bookkeeper Petra Anderson, and Town Clerk Irene Unterborn. He was provided with three options ranging from a straight replacement of phones, to housing data in “the cloud”. The budgeted amount for the project is \$4,000.00. There are two points that Mr. Miller would like in the agreement: 1) Payment on term, rather than half upfront so that we are sure we approve of the system, 2) Is there a monthly report per line to see if there is any abuse of the phone lines? Discussion ensued. Mr. Pipitone will research the options, speak to the employees of the town hall to see what is needed, and report at the next meeting and make a recommendation to be voted on.

Mr. Pipitone also reminded the board members to respond to the Palmyra Fire Department banquet that will take place on March 12, 2016 at the VFW.

Government Operations: Assessor, Youth & Aging, Code Enforcement/Planning Board, and Justices

-Councilman Michael Lambrix

1. Assessor's Office Report for February: Councilman Lambrix was absent, so Mr. Miller asked the board to read the two reports at their leisure. The Town Clerk alerted the board that she also had a signed copy of the stipulation, consent order and judgment regarding the Bamberger properties if they would like to review it.

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR'S OFFICE
FEBRUARY 23, 2016**

The time is getting close for all the exemption forms to be returned. We are very busy taking in forms, but we have sent out postcards to the Senior STAR, regular senior citizens and farmers whom have not returned their forms as of yet. There are still about 75 to 100

people who have not returned their paper work for the exemptions, so we are trying our best to contact them and get their paperwork.

I received the CSX Railroad tentative values from the State. We actually gained \$403,778 from last year in value for this year. The attached sheet shows you the numbers.

I am working on valuing the improvements that have been added to properties in the last year. Most of the improvements are small things, replacing porches, decks, sheds and a pole barn here and there, so there has not been a significant increase at this point in the overall total taxable value for the 2016 roll.

I still have more properties to look at and value so the final tentative numbers won't be available until May 1st.

If you have any questions or concerns, I am usually in my office.

The second report included was the CSX tentative values from Wayne County.

2. Code Enforcement/Zoning Office Report- February: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members including a list of building permits and certificates of compliance for January 28, 2016 through February 23, 2016. CEO Pat Sheridan invited all to read it at their leisure and stated he had nothing further to add.

Mr. Miller stated that Mr. Grier came to him to remind the board that next month will be the end of CEO Pat Sheridan's six-month probationary employment period, and that at the next month's meeting, he will need to be voted in as a permanent employee.

3. Minutes from Zoning Board Meeting for February: There was no meeting in February.

4. Minutes from Planning Board Meeting for February: The Planning Board Meeting minutes from February 8, 2016, were included in the board packets.

INFORMATIONAL ITEMS

1. Senator Michael F. Nozzolio Retirement: After serving for 45 years, Senator Nozzolio is retiring (not running again this November), due to health issues that he stated publicly. Supervisor Miller stated that he recently attended a WC Republican meeting in which Assemblyman Bob Oaks was asked if he would run in his place; he has not decided yet. Mr. Miller also announced that Dr. Hannan will also be retiring, and that the county will be looking for a new coroner.

2. EMS Advisory Board Report: No report for this evening.

3. Wayne County Print Shop: The Wayne County Administrator announced that the county print shop will also be closing due to a retirement. He stated that one option would be to obtain a "piggy backing" bid with other towns for our printing needs.

4. 20th Annual Regional Leadership Conference: Included in the board packets was the registration form for the *20th Annual Regional Leadership Conference* that will take place on Thursday March 31, 2016 in Corning, NY. The board liaisons were asked to share this information with the department heads, as well as planning and zoning board members.

5. Wayne County Directory: The Wayne County Directory will no longer be printed – contact information for all towns will now be found on the Wayne County website.

Agenda Items**1. Approve: Formation of Palmyra Master Plan Update Committee:**

Todd Pipitone made the motion to approve the formation of the Palmyra Master Plan Update Committee, to be led by Councilman Pipitone, and made up of volunteers that reside in Palmyra NY.

Second: Brad Cook Vote: 3 Ayes. Carried

2. Approve: Town Clerk to attend NYSTCA Meeting: Brad Cook made the motion to allow the Town Clerk to attend NYSTCA meeting in Saratoga Springs NY on April 17-20, 2016, not to exceed \$1010.00, (including mileage), with at **least** \$400.00 to be reimbursed by scholarship from NYSTCA.

Second: Todd Pipitone Vote: 3 Ayes. Carried

3. Approve: Supervisor to attend Local Leaders Conference: Todd Pipitone made the motion to allow the Supervisor to attend *Local Leaders Conference: Smart Management for Small Communities*, not to exceed \$450.00 (including mileage), April 26-28, 2016, at Minnowbrook Lodge, Blue Mountain Lake, NY.

Second: Jim Welch Vote: 3 Ayes. Carried

4. Approve: Supervisor to Sign NYSEG Excavation Permit: Jim Welch made the motion to approve the Supervisor to sign the excavation permit on behalf of the Town of Palmyra for NYSEG to complete work on Stafford Road.

Second: Todd Pipitone Vote: 3 Ayes. Carried

Motion to approve claims and expenditures: Todd Pipitone made the motion to approve claims and expenditures for the February 2016 Abstract including voucher #5095 thru #5181 totaling \$480,814.87.

Second: Jim Welch Vote: 3 Ayes. Carried

Motion to Adjourn: At 7:40 PM, Jim Welch made the motion to adjourn the meeting.

Respectfully submitted,

Irene Unterborn
Palmyra Town Clerk

TOWN BOARD WORKSHOP: TUESDAY MARCH 8, 2016

7:00 PM – PALMYRA TOWN HALL

Topics for discussion will include building security and current contractual employees.

NEXT REGULAR MEETING: THURSDAY March 24, 2016

7:00 PM – PALMYRA TOWN HALL