

**REGULAR MEETING OF THE TOWN BOARD  
PALMYRA TOWN HALL  
August 24<sup>th</sup>, 2023**

At 7:00 p.m., Supervisor Gary Rose called to order the regular Town Board meeting, scheduled for Thursday, August 24<sup>th</sup>, 2023, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

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

Upon roll call, the following Board members were present:

Gary Rose, Supervisor  
James Welch, Councilman  
Brad Cook, Councilman  
Todd Pipitone, Councilman

Councilman Doug DeRue was absent.

Motion was made by Todd Pipitone to approve the minutes of the Town Board meeting which took place on July 27<sup>th</sup>, 2023.

Second: Jim Welch      Vote: 3 Ayes. Carried

Councilman Cook abstained as he was absent from that meeting.

**ATTENDANCE**

Also in attendance: Jeremy Bedette, Chuck & Julie Hartman, Marc Carrier, Gigit Graham, Mike Catalano (EMS Advisory Board), Casey Carpenter (Wayne Times), Tracy Vanderwall, Highway Superintendent Mike Boesel and Assessor Paula Ruthven.

**HEARING**

There was no official hearing this evening.

**GUEST SPEAKER**

Mike Catalano, our representative from the Wayne County EMS Advisory board, reported that the staffing at Finger Lakes Ambulance is improving, though they are still short staffed. Their calls are still answered in under 12 minutes, and they are still able to provide mutual aid when needed. This was the third week that the county has run ambulance, and they are about to introduce a 3<sup>rd</sup> vehicle. Most of their calls have been to Sodus and they have not had to come assist FLA yet. The EMS board will meet in a few weeks and he will be able to report more at the next meeting.

**COMMUNICATIONS RECEIVED**

None for that evening.

**PUBLIC INPUT**

None for that evening.

**Board notes - 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****Supervision---Animal Control, Historian, Justices, and Finance:**

- **Supervisor Gary Rose**

**1. Hour's change:** To better serve the public, the Town Clerk and Assessor's offices will now be open until 6 PM on Mondays, as well as continuing their regular hours during the week. All other office hours in the Town Hall will remain the same.

**2. East Palmyra Cemetery:** The supervisor reported that he visited with Don Wilkins and toured the cemetery, and was impressed by the work they are doing. He stated that he was not looking for a motion that evening, but was looking for a commitment from the board to assist them. Assistance will be discussed further by the board at the budget workshops, and as to whether it will be financial, labor, or both.

**3. Court Bailiff job description as suggested by Chief Kyle DiNaldo:** The Supervisor had a conversation with the Village Chief of Police regarding our constable / peace officer in the town. Supervisor Rose explained to the board that a peace officer can have as much authority as a police officer, or the position can be restricted to certain activities. Also, a peace officer only has those powers in their jurisdiction, and only during work hours. He pointed out that though we had appointed one to the town, we have not adopted a job description or hours yet. Mr. Rose included a sample job description for Bailiff and asked that the board please read it over so it can be discussed at the next meeting, so they can perhaps adopt a job description.

Example of things to consider? Whether to have fixed hours or not (which is not recommended as court needs can change), or if that could be dictated by judge, what duties etc.

**4. Congratulations to Eagle Scout, Jayden Demeurisse:** Mr. Rose noted that we would have a proclamation later that evening congratulating Jayden Demuerisse on a achieving his rank of Eagle Scout.

**Public Works: Highway Department, Equipment and Facilities:**

**- Councilman James Welch**

**1. Highway Department report for August:**

**HIGHWAY SUPERINTENDENT REPORT  
FOR TOWN BOARD MEETING  
08/24/23**

Since the 7/27/23 TB meeting we have completed the following work:

- Inter-municipal Assistance
  - 7/28/23           3 Williamson trucks assist Palmyra Hwy with chipsealing Cambier/Fagner
  - 7/28/23           1 Macedon Roller to assist Palmyra Hwy with chipsealing Cambier/Fagner
  - 8/15/23           1 Palmyra loader w/Widener + 1 truck to Walworth to assist with shoulders
  - 8/16/23           1 Palmyra loader w/Widener + 1 truck to Ontario to assist with shoulders
  - 8/17/23           1 Macedon Roller to assist Palmyra Hwy with chipsealing Cambier/Fagner
  - 8/22/23           1 Palmyra loader w/Widener + 1 truck to Ontario to assist with shoulders
  - 8/22/23           3 Palmyra trucks to Walworth to assist with chipsealing

- **Summer Projects** – On 7/28, we chipsealed Cambier and Fagner Roads. On 8/17, we chipsealed Sheridan and Dey Roads. Next month we plan to nova-chip on Port Gibson Road. We also had some microsealing scheduled earlier this summer for East/West/Arthurton/Betty/Bonnie/Meadow/Wheel-in-Circle/Clover which was postponed due to rain, but is scheduled for the end of next week. This will essentially complete our resurfacing projects for the summer.
- **Brush mowing/Ditching/Guide Rail cleanup** – In the past couple weeks, we have been around the entire Town cleaning the backside of all our guiderail areas. We have also completed some ditching on Omeal Road, Cambier Road and currently on P.Gibson Road performing both ditching and mowing.
- **Red Barn Repairs** – Marion Garage Door will be installing the new OH Door next week. For NYSEG to reconnect service, we need Building Permit sign-off and an Electrical Inspection Certificate. Tanner Fox is finishing up some minor electrical repairs that were suggested and then NYSEG will make the reconnection. In the coming weeks we plan to repaint the building. We are also hoping to resume our lean-to project.
- **Sanitary Sewer Project Update** – I am still hearing that an agreement may be finalized to come thru Garlocks via Quaker Road with the 24" forcemain from Macedon. Villager is currently working on Walker Road and preparing to jack/bore under the RRX and install a steel sleeve. Turner Underground will follow that up with a long bore from Walker to Kent Street with the 8" forcemain coming south from Marion. They expect this work to take 2 weeks. They also have 16" forcemain installed in Macedon from Oneil Road up Rt.350 to Barnes Rd, but have about 8000 LF remaining. They expect to start 24" forcemain on Quaker/Oneil Road in Macedon, working eastward towards Palmyra in mid/late September with this work expected to take about 8 weeks. Drilling under the Canal is only permitted during the canal navigation offseason.
- **Winter Prep** –The Salt Contract expires on 8/31 and the new Contract comes into effect in Sept. The Contract was re-bid this year with Cargill submitting the apparent low bid of \$59.87/ton, up from \$55.98. American Rock had Wayne and Ontario County salt

for several years, but it appears we will be switching to Cargill. We are currently at 49% of our requested allotment for this past season. I will be placing an order for 550 tons next week to refill the barn and reach our 70% minimum allotment. We started hauling sand and mixing salt today.

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

Mr. Boesel added that above mentioned Eagle Scout Jayden Demuerisse worked as an intern at the highway department this summer, that he was a very nice young man, and did an excellent job!

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

**1. Town Clerk Report for August:**

**TOWN CLERK OFFICE REPORT TO THE BOARD  
AUGUST 2023**

School taxes are being picked up from the company in Batavia (that is now printing them for Wayne County) in the next few days+, separated and processed, and will be mailed out to home owners and banks on Thursday, August 31<sup>st</sup>. We will begin collecting on September 1<sup>st</sup>. This is the first time that the school will be picking them up and delivering to us to sort, and then we will have to bring back to school and run thru their postage meter before mailing. Also, hunting licenses, along with DMP's, are now being sold.

Through dog licensing in July, we sold 48 licenses totaling \$420.00, misc sales, EZ Passes marriage licenses, hunting/fishing, vital record requests, zoning & escrow etc- added an additional \$3,049.03. Total check disbursements for the month of July were \$3,469.03.

Heidi and Heidi have been reaching out to dog owners that have not renewed to try to get them to do so. They have also been mailing information regarding free rabies clinics with reminder notices.....I think it just might be time to discuss a physical dog enumeration thru the town and village.

I spoke with the representatives at Sunnking for an e-waste day (or two) here at the town barns. Superintendent Boesel and I discussed dates and times, and he will be getting back to me with when is best for the highway department. I will then start advertising it. (Update: it will be Oct 18 &19,2023 from 6:30 AM to 6:30 PM if approved this evening.)

After Councilman Pipitone and I met to review the numerous town candidates for the Comprehensive Plan Steering Committee, we then met with the Village Clerk and Trustee Luke to discuss the recommendations. The town board will be voting to accept the town candidates that best met the criteria on the MRB rubric this evening, and the village board will vote on the village candidates on September 11<sup>th</sup>, 2023.

Thank you to Heidi and Heidi for keeping the Town Clerk's office running smoothly while I was on vacation for a couple of days in August.

Beginning August 21<sup>st</sup>, 2023, the town clerk office will add an extra evening hour and be open 9AM- 6PM on Mondays, as well as continue our regular hours 9AM-5PM Tuesday thru Friday.

The following legal notice was published, as per tax collection law:

**LEGAL NOTICE**  
**TOWN OF PALMYRA**  
**NOTICE OF RECEIPT OF**  
**TAX ROLL AND WARRANT**

*TAKE NOTICE that I, Irene Unterborn, the undersigned Tax Collector for the Palmyra-Macedon Central School District, will have duly received the tax roll and warrant for the collection of school taxes on or about September 1, 2023, within the Palmyra-Macedon Central School District of the school year 2023-2024, and that same can be paid by mail or at the Town Clerk's Office, Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York 14522, during business hours of 9:00 a.m. through 6:00 p.m. on Monday, and Tuesday through Friday 9:00 a.m. through 5:00 p.m., by check, or cash (no credit or debit cards accepted).*

*TAKE FURTHER NOTICE that taxes may be paid on or before September 30, 2023 (check in drop box accepted, but not cash) without charge or interest. On all taxes received after such date, there shall be added interest of 2%. The last day of school tax collection will be in person or postmarked Tuesday, October 31st, 2023. Partial payments cannot be accepted.*

*TAKE FURTHER NOTICE that there will be a \$20.00 fee for all returned checks.*

*TAKE FURTHER NOTICE that pursuant to the provisions of law, the tax roll of the Palmyra-Macedon Central School District will be returned to the Treasurers' offices of the County of Wayne and of the County of Ontario—on Wednesday, the 1<sup>st</sup> day of November, 2023*

*DATED: August 21st, 2023*

**2. Building update:** Councilman Cook spoke with the painters, and the Town Clerk met with Mr. Clingerman so that we could come up with a game plan to begin the ceiling painting (already approved), and perhaps some additional painting projects that arose after the plastering was completed. Mr. Cook is hoping to have a decision to vote on at the next meeting regarding the additional items, otherwise Clingerman's will begin painting the already approved areas around September 11<sup>th</sup>.

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

**1. Comprehensive Plan for Town and Village:** Councilman Pipitone and the Town Clerk reviewed the numerous candidate letters for the Comprehensive Plan Steering Committee and compared them to the MRB rubric. We then met with the village to compare our candidates to be sure there was a range of interests and representation. The town candidates are on for approval this evening, and the village will approve their candidates at their September 11<sup>th</sup> meeting.

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

**1. Assessor’s Office Report for August:**

**REPORT TO THE TOWN BOARD FROM  
THE ASSESSOR’S OFFICE  
AUGUST 24, 2024**

I am enjoying working on getting settled into my new role here, all residents and staff have been kind and supportive in my transition. On 8/14, Julie and I were invited to the County Supervisors meeting at the County Fair as guests of Real Property Director, Karen Ambroz. I have become well acquainted with the Real Property Tax staff while navigating the infamous “lost parcel” and completing some property split/merges. I will be going over to the Real Property Office for Orientation on the morning of 8/25.

We have new office hours which began on 8/21/2023 and are noted below.

Monday 8 AM-12 PM and 1PM to 6 PM  
 Tuesday 8 AM-12 PM and 1PM to 4 PM  
 Wednesday 8 AM-12 PM and 1PM to 4 PM  
 Thursday 8 AM-12 PM and 1PM to 4 PM  
 Friday 8 AM-12 PM and 1PM to 4 PM

We have been working on finalizing the 2024 Budget.

We visited a home in town for a resident on 8/11 at the request of a resident because of his assessment increase. We can continue to do home visits if requested but we are not able to make any changes to the 2023 assessment at this point. Assessment changes can be considered for the 2024 Roll Year.

The following are the sales/transfers for the month of June:

July 2023 Sales/Transfers						
MAP #	HS #	STREET		SALE \$	SALE DATE	TAV 2024
66113-00-282729		Jagger Rd	**	\$0	6/22/2023	\$800
66113-00-307734		Jagger Rd	**	\$0	6/22/2023	\$300
64111-11-621731		Liberty St	**	\$1,500	7/20/2023	\$300
64111-12-851638	106	Vienna St	**	\$0	7/26/2023	\$114,200
64111-10-361551	132	Hyde Pkwy		\$180,000	7/10/2023	\$150,600
6411-11-729711	295	E Main St		\$180,000	7/7/2023	\$87,900

## REGULAR TOWN BOARD MEETING

August 24<sup>th</sup>, 2023

64111-11-590613	139	W Jackson St		\$235,000	7/7/2023	\$169,900
65111-13-105497		Vienna St	**	\$341,550/3 Parcels	7/13/2023	\$55,400
65111-13-048486	252	Howell St	**	\$341,550/3 Parcels	7/13/2023	\$4,100
65111-00-240392		Vienna St	**	\$341,550/3 Parcels	7/13/2023	\$88,400
64111-11-733577	217	Fayette St		\$185,000	7/27/2023	\$132,200
64111-12-752549	240	Fayette St		\$103,409	6/26/2023	\$111,900
64112-15-544342	2046	Meadow Dr	**	\$0	7/6/2023	\$181,000
65111-09-257516	3527	Vienna St		\$738,000	7/19/2023	\$352,300
65113-00-292765	3571	Cole Rd		\$211,595	6/14/2023	\$206,400
64111-07-630961	1730	Maple Ave		\$22,500	7/28/2023	\$22,800
66113-00-994486	2950	Cambier Rd	**	\$0	7/24/2023	\$138,400
65110-00-893847		Faas Rd		\$1,000	7/21/2023	\$700
66112-00-632439	4644	South Creek Rd	**	\$0	7/5/2023	\$136,400
64113-00-683020	3105	Jeffery Rd	**	\$0	7/17/2023	\$599,100
34112-00-073314	2000	Walker Rd	**	\$0	7/17/2023	\$66,500
64112-00-843860	3212	Jeffery Rd	**	\$0	7/17/2023	\$315,400
66112-00-701309	2006	Port Gibson Rd		\$175,000	7/17/2023	\$166,800
65111-00-361091	993	Cornwall Rd	**	\$0	6/30/2023	\$424,100
64112-15-508303	1998	Maple Ave		\$140,000	7/5/2023	\$170,400
65113-00-446793	3191	Route 21 N		\$166,000	6/30/2023	\$173,800
64111-07-581983	1743	Maple Ave	**	\$1	6/28/2023	\$188,300
TAV - Total Assessed Value			**	Indicates a Non Arms Length sale/Transfer		

Please let me know if you have any questions.

Thank you,

Paula Ruthven

The board congratulated the new assessor for providing such a complete report, and asked if she needed any assistance from the board. The supervisor added that he and Paula (the assessor) are working on further information regarding a "lost parcel" and finding ways to get it back on the tax rolls.

**3. CEO Report for August:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates of compliance for July 25<sup>th</sup>, 2023 thru August 22<sup>nd</sup>, 2023.



**4. Minutes from Zoning Board Meeting from August 2023:** None for this month.

**5. Minutes from Planning Board Meeting for August 14<sup>th</sup>, 2023:** Minutes from the Planning Board meeting from August 14<sup>th</sup>, 2023 were shared with the board.

### INFORMATION

None further this evening.

### AGENDA ITEMS

**1. Approve: Dates for 2024 Budget Workshops:** Todd Pipitone made the motion to approve the dates for budget workshops as Tuesdays September 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>, 2023, as well as Tuesday October 3<sup>rd</sup>, 2023 only if necessary.

Second: Brad Cook      Vote: 3 Ayes. Carried

**2. Approve: Re-appoint Member to Board of Assessment Review:** Todd Pipitone made the motion to re-appoint Kathryn Woodlock to continue as a member of the Board of Assessment Review, with the new term beginning October 1<sup>st</sup>, 2023, and ending September 30<sup>th</sup>, 2028.

Second: Jim Welch      Vote: 3 Ayes. Carried

**3. Approve: Approve the purchase of a Dell Computer for the Code Enforcement Office:** Todd Pipitone motion to approve purchase of Dell computer for the Code Enforcement office, not to exceed \$1200. This is an approved line item in the 2023 Budget.

Second: Brad Cook      Vote: 3 Ayes. Carried

**4. Approve: Approve Town Constable to be used at Palmyra Canal Town Days:** Todd Pipitone made the motion to approve the use and cost of the Town Constable at the Palmyra Canal Town Days 2023, not to exceed \$400.00. Second: Brad Cook

Supervisor Rose asked to open a discussion. The board members asked what duties that would entail and whether she was trained in crowd control, traffic direction, if this was a shared cost, and if we paid this or used our constable in the past for this, etc. It was unknown if she was

trained in those things and it was felt that it could be outside the job description that does not yet exist yet. Discussion ensued. Mr. Cook thought perhaps we could make this motion to read more of shared cost in the future as it is a Palmyra event. There was also a question as to what actions we were liable for before having a job description. This was not part of the 2023 budget.

A roll call vote was asked to vote on the \$400.00.

Councilman Welch	No
Councilman DeRue	Absent
Councilman Cook	No
Councilman Pipitone	No

Vote: 3 No. Not Carried

**4a. Approve: Cost of Town Constable for Canal Town Days 2023 not to exceed \$200.00:** Brad Cook made the motion to approve the use and cost of the Town Constable at the Palmyra Canal Town Days 2023 not to exceed \$200.00, as shared cost and liability. Seconded by Todd Pipitone.

Again, discussion ensued regarding concern for risk and liability, and if this would become a regular expectation.

A roll call vote was asked to vote on the \$200.00.

Councilman Welch	No
Councilman DeRue	Absent
Councilman Cook	No
Councilman Pipitone	No

Vote: 3 No. Not Carried

**5. Approve: Members of the Comprehensive Plan Steering Committee:** Todd Pipitone made the motion to approve Sheila Koeberle, Gary LaBerge, Don Wilkins, David Mathews, Jeremy Bedette and Jodi Hunt (as alternate/consultant) to serve as the Town members of the Comprehensive Plan Steering Committee.

Second: Brad Cook      Vote: 3 Ayes. Carried

Councilman Pipitone commented that this was a very difficult decision as there were many excellent candidates that sent in a letter of interest to the Town and Village boards. The village will be voting to approve the village members at the September 11<sup>th</sup> Village board meeting. There will also be a couple of consultants asked to serve.

**6. Approve: Proclamation to Congratulate Eagle Scout, Jayden L. Demeurisse:** Todd Pipitone made the motion to approve the following proclamation to congratulate Eagle Scout, Jayden L. Demeurisse, as written, and asked the Town Clerk to read it aloud:

Second: Brad Cook      Vote: 4 Ayes. Carried

## PROCLAMATION

**WHEREAS**, Jayden L. Demeurisse having completed the requirements for, and having been examined by an Eagle Scout Board of Review, has been found worthy of the rank of Eagle Scout; and

**WHEREAS**, on the 21<sup>st</sup> day of December, 2022, before an Eagle Scout Board of review, Jayden L. Demeurisse of Scout Troop 96 officially achieved the rank of Eagle Scout reflecting the highest and most prestigious scouting honor; and

**WHEREAS**, Jayden L. Demeurisse has devoted endless hours fulfilling the many requirements for the advancement in scouting, including the attainment of 21 merit badges, receiving the Paul Bunyan Award, many hours of service and volunteer work, and completion of his Eagle Scout Project for the Western Presbyterian Church; and

**WHEREAS**, the Town of Palmyra is sincerely proud to have Jayden L. Demeurisse in our community as he exemplifies the values that make a community both strong and resilient while displaying true leadership, empathy, and the genuine willingness to help others

**THEREFORE, BE IT RESOLVED**, I, Gary Rose, Supervisor of the Town of Palmyra, New York, do hereby congratulate and recognize, Jayden L. Demeurisse for his achievement of the rank of Eagle Scout and wish him the best of luck and a fruitful future.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and caused to be affixed the Town Seal of Palmyra, New York, this 24<sup>th</sup> day of August 2023.

**7. Approve: Dates and times for E-waste at Palmyra Highway Barns:** Todd Pipitone made the motion to approve the E-waste collection dates as Wednesday October 18<sup>th</sup>, 2023 and Thursday October 19<sup>th</sup>, 2023, from 6:30 AM to 6:30 PM, at the Palmyra Highway Barns. This will be a FREE collection for all Palmyra residents. Further details will follow.

Second: Brad Cook      Vote: 3 Ayes. Carried

**MOTION TO APPROVE CLAIMS AND EXPENDITURES**

Todd Pipitone made the motion to approve claims and expenditures for August 2023: Vouchers #2023-800 thru #2023-897 totaling \$155,974.17.

Second: Jim Welch      Vote: 3 Ayes. Carried

**MOTION TO ENTER INTO EXECUTIVE**

At 7:31 PM, Jim Welch made the motion to enter executive session to discuss possible litigation. The Town Supervisor announced that there would be no decisions made when returning from executive session this evening.

Second: Brad Cook      Vote: 3 Ayes. Carried

**MOTION TO EXIT EXECUTIVE SESSION**

At 8:11 PM, Todd Pipitone made the motion to exit executive session.

Second: Jim Welch      Vote: 3 Ayes. Carried

**MOTION TO ADJOURN**

At 8:12 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Brad Cook      Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn  
Town Clerk

**NEXT Meeting:**

**TOWN BOARD BUDGET WORKSHOPS**  
**Tuesday, September 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>, 2023**  
**7:00 PM Palmyra Town Hall**

**REGULAR TOWN BOARD MEETING**  
**Thursday, September 28<sup>th</sup>, 2023**  
**7:00 PM – Palmyra Town Hall**