

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
June 23, 2016**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday June 23, 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

Upon roll call, the following Board members were present:

ROLL CALL

- Kenneth Miller, Supervisor
- James Welch, Deputy Supervisor
- Michael Lambrix, Councilman
- Bradley Cook, Councilman

Councilman Todd Pipitone was absent.

Motion was made by Mike Lambrix to approve the minutes of the Town Board meeting on May 26, 2016.

MTN: APPROVE PREVIOUS TOWN BOARD MINUTES

Second: Brad Cook Vote: 3 Ayes. Carried

Also attending was: Palmyra Code Enforcement Officer Pat Sheridan, Marc Carrier, Frank Vascukynas and Highway Superintendant Mike Boesel.

ATTENDANCE

HEARING

There was no official hearing this evening.

HEARING

COMMUNICATIONS

There was no official communications received for this evening.

COMMUNICATIONS

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

1. Supervisor Needs New Laptop - For the past two years Supervisor Miller had budgeted for a new lap top, but had not purchased one. The 2016 budget did not include this purchase, but he now needs a new laptop and docking system. He will ask for approval later this evening. The Town Clerk will take the older laptop to use.

2. Health Insurance Resolution - Supervisor Miller explained that the healthcare resolution includes only one minor change, and that is that the buyout for not taking advantage of healthcare benefits thru the town will now be \$1,000.00 annually, instead of \$500.00. He also noted that there is only one retired employee that the final paragraph (full resolution noted below with agenda items) refers to.

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

1. Town Clerk Report June: Councilman Cook shared the following town clerk's office report with the board:

TOWN CLERK OFFICE REPORT TO THE BOARD
JUNE 2016

Business is as usual, and running smoothly in the Town Clerk's office, therefore there is not much to report for this month. Thank you to my co-workers for accomplishing so much!

Through dog licensing in May, we sold 85 licenses totaling \$725.00, misc sales, EZ Passes, marriage licenses; hunting/fishing, vital record requests, FOIL requests, and code enforcement etc- added an additional \$7,288.78. Total check disbursements for the month of May were \$8,013.78.

I met with Scott Bova from the MRB Group last week to discuss the upcoming security changes in the Town Clerk Office, as well as the entire building. We seem to be in agreement on the order of implementation, as well as the degree of security measures needed, in the clerks office at this time. He thinks we will be able to change more for less money at this time.

Lastly, "Free Fishing" for all in New York State is this coming June 25 & 26, 2016. No licensing is required for anyone of any age. This is a wonderful time for anyone to try fishing for the first time, take your grandkids fishing, or take the family fishing. Just a reminder, anyone 16 yrs. and older fishing (that means even hooking the worm for a youngster), needs a fishing license.

2. MRB – Scott Bova Visit- Mr. Bova, from the MRB Group, met with the town clerk and later compiled a security measures list that was provided this evening as well as previously emailed to the board. These measures were the itemized issues that need to be addressed first, and it was stated that these particular changes will cost a lot less than what was previously planned, which will help make these security measures a reality.

Discussion ensued. Supervisor Miller said that he would follow up and make sure that Mr. Bova speaks with our Code Enforcement Officer before completing our plans. The Town Clerk requested that if possible, the counter security in her office be completed before school tax collection. Further discussion ensued and Mr. Miller explained that MRB is doing what we asked them to do, and that a bid package (construction drawings) for contractors is what is ultimately needed. Again, the Clerk pointed out that Mr. Bova needs to speak to Pat Sheridan to be sure that the plans will meet all local code.

3. Action Security and Communications – Supervisor Miller asked a representative from *Action Security* to visit the Town Hall and make recommendations for use of wireless panic buttons in the Town Hall. The estimate given for this system included four (4) wireless panic buttons that could be located anywhere in the building and all necessary hardware for \$1,475.00. Central monitoring would cost an additional \$29.95 per month. Many questions were asked. Because of the nature of the topic (building security) Mr. Miller suggested this topic be further discussed in Executive Session. Brad Cook Made the motion to enter into executive session at 7:45 PM.

Second: Mike Lambrix 3 Ayes. Carried

At 7:49 PM, Jim Welch made the motion to return from Executive session.

Second: Mike Lambrix 3 Ayes. Carried

The contract with *Action Security* will be voted on later in the evening.

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

- 1. Highway Department report for June:** Councilman Welch presented the report that Highway Superintendent Mike Boesel submitted from May 26, 2016 through June 23, 2016:

**Highway Superintendent Report
For Town Board Meeting
6/23/16**

Since the 05/26/16 meeting we have completed the following work:

- Ditching/Drainage work – Schilling, Harris, Hogback Hill Roads
- Brushmowing/Treework – Schilling, Dey, Hogback Hill, Omeal, Hazen Lane
- Hot asphalt wedging - Cambier, Dey, Sheridan, Fagner, Schilling, Vault, Walker Roads
- Inter-municipal Assistance

- 6/01/16 3 Palmyra trucks to assist WC Hwy with surface treating
- 6/17/16 2 Palmyra trucks to assist WC Hwy with surface treating
- 6/21/16 1 Palmyra trucks to assist WC Hwy with surface treating

Other miscellaneous items include:

- **Training** – From 6/6/16 – 6/8/16, I attended our 71st Annual Highway School in Ithaca, NY with 730 other highway officials from around NYS. I have been on the Highway School Planning Committee for the past several years. Some of the sessions I attended were as follows: Regulatory Requirements for Applying Pesticides, Realistic Standards for Highways, Roadside Safety, Piggybacking & Purchasing, 811 Call Before you Dig, Composting Road Kill, What is Pavement Preservation, PESH Consultancy Service, ADA Self-Evaluation & Transition Plans, Tree Work-Standards-BMPs, Pavement Markings.
- **New Broom Attachment** – We received our new front broom attachment in May and the crew fabricated and assembled the broom onto our 2002 Ford/New Holland tractor in early June. The broom works great. Thank you for this purchase!
- **Summer Road Work** - We have been busy prepping several roads around the Town for service treating, mostly on the north side of Town. Coming up in July we will continue with work on the following roadways: Schilling Road (north of Goldsmith), Cambier Road, Dey Road, Omeal, Hogback Hill Road, Hazen Lane, Eckert Road, Vault Road.
- **Highway Department Plumbing Break** - On Friday June 3rd at 415pm, some internal plumbing to a formerly used bathroom turned closet, broke and flooded our office and breakroom space. The leak was stopped fairly quickly and ServPro was called to assist with the cleanup/dryout efforts. Final damage figures are near our deductible but the adjuster is coming back to review my concerns with our carpet.
- **Highway Facility Issues/Update** - Dan Pieters, from Labella Associates, started his Building Condition Survey (BCS) on June 9th when I met him at the Highway Department. We met again this morning and he brought his 'mechanical' guy with him. He may be brining his electrician next week. They will continue to analyze all aspects of our existing facilities and hope to have a draft BCS in the next few weeks. He mentioned it will take a little time to prepare cost estimates in order to finalize the report.
- **Garbage Dumping update** - The trash that was deposited along Vault Road and Hogback Hill Road is still there. I continue to work with the WC Sheriffs Probation Department for assistance in this removal effort. I expect them to get back to me tomorrow and will advise.

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

2. Highway Facility-LaBella Survey of Conditions: Mr. Boesel had to leave for a previous engagement, but had met earlier with Mr. Welch who was able to answer questions and report on behalf of him. Mr. Welch explained that Dan Pieters from LaBella had been out to begin the *Survey of Conditions* of the highway facility, but that they were unsure whether or not it would be completed in time for the July 12th workshop as previously hoped. After discussion the board decided to indeed have the workshop at the highway barn on July 12th at 7 PM, with the topic of discussion being the highway facility survey result, or the Town Hall security plan from MRB Group. Mr. Miller is contacting the MRB Group to see when plans will be done.

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

Supervisor Miller reported on behalf of Councilman Pipitone, who was absent, that the representative from Astra Phones was contacted, alerting him that we are still under contract with Time Warner until February 2017. We will revisit the telephone system situation in November or December 2016.

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

-Councilman Michael Lambrix

1. Assessor's Office Report for June: Councilman Lambrix asked the board to read the Assessor's report at their leisure.

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR'S OFFICE
JUNE 22, 2016**

June is a very quiet month in my office. The notices were sent out to everyone whom met with the Assessment Board of Review letting them know what determination about their assessment was made by them. If anyone wants to appeal that decision, they have until the end of July to apply with the Wayne County Clerk for a Small Claims Hearing appointment. If the property in question is not owner occupied, is a business or vacant land they have the same deadline to file an Article 7 proceedings with the Wayne Court System to take their grievances to the next level. I am sure we will have one Article 7 filed against us in July. I will inform you of the outcome when or if that does occur.

The backup is at the County for the Final Assessment Roll to be printed so I can file it with the Town Clerk before July 1, 2016.

We sent out the STAR denial letter as directed by the State to all owners who applied for the exemption since March 2, 2015 directing them to register with the State to get a rebate check instead of the actual exemption on their tax bill. The State is going to send follow up letters to those who do not register in a timely manner. Later the State will be sending my office a list of who is getting a check and the amount of the check. There is also a bill going through the Congress and Senate right now to reverse this new way to administer the STAR and return it to the assessor's offices. Time will tell about how things work out.

As always, if you have any questions, contact me at any time.

2. Code Enforcement/Zoning Office Report- June: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members including a list of building permits and certificates of compliance for May 25, 2016 through June 20, 2016. CEO Pat Sheridan invited all to read it at their leisure and stated he had nothing further to add. Mr. Lambrix asked Mr. Sheridan if there was something he could do about the littering of televisions left on the side of the road. The Code Enforcement Officer informed him that this was not a code enforcement issue, but rather a law enforcement one.

3. Minutes from Zoning Board Meeting for June: There was no meeting minutes included at this time.

4. Minutes from Planning Board Meeting for June: There was no meeting minutes included at this time.

INFORMATIONAL ITEMS

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

Agenda Items

1. Approve: Supervisor to Purchase a New Laptop: Mike Lambrix made the motion to allow the Supervisor to Purchase a New Laptop, Monitor and Docking Station, not to exceed \$1000.00.

Second: Brad Cook Vote: 3 Ayes. Carried

2. Approve: Resolution #11-2016 Health Insurance Benefits Resolution: Mike Lambrix made the motion to approve Resolution #11-2016 Health Insurance Benefits Resolution, for current Employees for Enrollment Period July 1, 2016 thru June 30, 2017.

Second: Jim Welch Vote: 3 Ayes. Carried

Supervisor Miller commented that Bookkeeper Petra Anderson does an excellent job researching benefits to make sure that we are offering the best possible current options.

**Resolution #11-2016
Health Insurance Benefits Resolution**

WHEREAS, the Town has completed its open enrollment, and

WHEREAS, the Town has reviewed the health insurance benefits, and has balanced this with the needs of its employees,

NOW, THEREFORE, BE IT RESOLVED, the Health Insurance Benefits for Current Employees for Enrollment period of July 1, 2016 thru June 30, 2017, are as follows,

Effective July 1, 2016, the Town of Palmyra will make available to its full-time salaried employees, its full-time hourly employees and its full-time elected officials the following health insurance benefits.

- a) The Town will furnish health insurance at no cost to the employee for a single participant in the *“SimplyBlue Plus-Platinum 3 Plan”* and/or for a single participant in the *“Dental Blue Options Plan”*,

OR...

- b) The Town will pay a sum equal to seventy percent (70%) of the cost of the "SimplyBlue Plus-Platinum 3 Plans" or the "SimplyBlue Plus-Gold 4 Plans" and the "Dental Blue Options Plan". The employee will pay the balance of thirty percent (30%) through payroll deductions. The deductions will start when the insurance is effective,

OR...

- c) For those eligible employees who elect not to participate in either of the above plans, and elect not to participate in any of the Town of Palmyra's health insurance plans during the calendar year, the Town will give the employee a credit of One Thousand Dollars (\$1,000.00) per calendar year for any employee that has been employed the entire calendar year. The sum credited will be paid to the eligible employee with the last payroll of the calendar year.

The Town of Palmyra will make available to part-time elected officials, hired before January 1, 2008, the following health insurance benefit.

- a) The Town of Palmyra will pay Three Hundred Sixty Dollars (\$360.00) per month of any health insurance plan available through the Town for each full month the employee works. Any amounts due over and above the Three hundred Sixty (\$360.00) will be taken through a payroll deduction. The deductions will start when the insurance is effective.

OR...

- b) For those eligible employees who elect not to participate in the above health insurance plan; the Town will give the employee a credit of One Thousand Dollars (\$1,000.00) per calendar year for any employee that has been employed the entire calendar year. The sum credited will be paid to the eligible employee with the last payroll of the calendar year.

Health Insurance Benefits for part-time employees hired after January 1, 2008:

After January 1, 2008, all new part-time employees: salary, hourly and elected will not be eligible to receive health insurance benefits from the Town of Palmyra. These employees will not be allowed to participate in the Town's health insurance program.

Health Insurance Benefits for employees who receive \$430.00 benefit:

The employees who are currently receiving a credit of Four Hundred Thirty Dollars (\$430.00) per month toward health insurance will continue to receive that credit as long as they continue to be employed in the same capacity for the Town. When that person is no longer an employee of the Town, then the credit of Four Hundred Thirty Dollars (\$430.00) per month will terminate.

Health Insurance Benefits for employees who retire:

Employees hired after January 1, 1987, who retire with 15 years of service and attain the age of 55 will be entitled to participate in the medical and dental plan as a single member subject to the cap imposed by the Town at the time of retirement. The current cap is Two Hundred Fifty Five Dollars (\$255.00) per month. The retiree's spouse is entitled to participate in the Town medical and dental plan by paying the full cost of coverage.

The Town will permit (preapproved) retirees who are entitled to receive contributions from the Town toward their health insurance to elect plans not sponsored by the Town.

The Town upon proof of payment of the coverage for one year (1) will reimburse the retiree for the cost of the coverage up to the annual reimbursement cap, which the Town had adopted at the time of their retirement.

By ORDER OF THE TOWN BOARD Dated: June 23, 2016

3. Approve: Approve Action Security to Install Panic Buttons in the Town Hall: Brad Cook made the motion to approve Action Security to Install Panic Buttons in the Town Hall not to exceed \$1600.00.

Second: Jim Welch Vote: 3 Ayes. Carried

4. Approve: Supervisor to sign Contract with Central Station Monitoring: Mike Lambrix made the motion to allow the Supervisor to sign contract for monthly Central Station Monitoring with Action Security not to exceed \$35.00 per month.

Second: Brad Cook Vote: 3 Ayes. Carried

Motion to approve claims and expenditures: Mike Lambrix made the motion to approve claims and expenditures for the June 2016 Abstract including vouchers #5516 thru #5631 totaling \$90,070.97.

Second: Jim Welch Vote: 3 Ayes. Carried

Motion to Adjourn: At 8:14 PM, Mike Lambrix made the motion to adjourn the meeting.

Second: Jim Welch Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Palmyra Town Clerk

TOWN BOARD WORKSHOP: TUESDAY July 12, 2016

7:00 PM – PALMYRA

TOPICS INCLUDE: HIGHWAY BARNs AND/OR TOWN HALL SECURITY

NEXT REGULAR MEETING: THURSDAY JULY 28TH, 2016

7:00 PM – PALMYRA TOWN HALL