

**REGULAR MEETING OF THE TOWN BOARD  
PALMYRA TOWN HALL  
June 28, 2018**

At 7:01 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, June 28, 2018, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

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

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

Councilman Todd Pipitone, and Town Clerk Irene Unterborn were absent.

Motion was made by Michael Lambrix to approve the minutes of the regular Town Board meeting which took place on May 24, 2018

Second: Bradley Cook

Vote: 3 Ayes. Carried

**ATTENDANCE**

Also attending was: Marc Carrier, Richard Hagar, Frank VasCukynas, Tim Hunter, Mike Woodard, Michael Boesel (Highway Superintendent), Patrick Sheridan (Code Enforcement Officer) and Mike Catalano (EMS Advisory Board).

**HEARING**

There was no official hearing this evening.

**COMMUNICATIONS / PUBLIC INPUT**

**Communications Received:** None at this time

**Public Input:** Tim Hunter - resident of Jeffrey R. read a letter addressed to the Board regarding his difficulties with the Town Highway Department ditch cleaning near/on his property cutting too far into the property. Supervisor Miller asked for a copy of letter read and he said he would bring

it to the clerk's office. (As of July 16, the information had not been received.)

Marc Carrier, resident of Garnsey Rd., submitted paperwork for the Board and gave them a verbal overview of paper submitted. **(ATTACHMENT A)**

Frank VasCukynas, also a resident of Garnsey Rd., backed up Mr. Carrier's information and spoke in regards to seepage issue and his own research. Supervisor thanked both, and said the board would look at submitted paperwork.

**Presentation:** Marty Aman, WCWSA regarding the Sewer District gave the Board a Project Summary regarding Proposals for future sewer projects to combine services for Towns of Macedon, Marion and Village and Town of Palmyra when time comes for upgrades to the current facilities. The display can be viewed at WCWSA Facility on Daansen Rd.

## **REPORTS OF STANDING COMMITTEES**

**Supervision---Animal Control, Historian, Finance: Kenneth Miller, Chairman**

1. **Municipal Shelter inspection report:** All services were rated "satisfactory".
2. **WCWSA Grant request to Senator Helming:** Letter of appreciation for the Senators efforts in bringing the Wastewater Treatment Facility in Palmyra to fruition.
3. **Taste of Wayne County event on July 17<sup>th</sup>:** The Village of Newark restaurants will be serving samples of their signature dishes.

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

1. **Town Clerk Report for June will be combined with July:** Town Clerk Irene Unterborn was away on vacation, so will be combining reports next month.
2. **Building:** Animal Control (Gary Wright) has been working to trap the raccoons that are in the attic. Last report from Gary was no activity, consensus it moved out. Brad Cook will contact Tom to replace screen with more effective material.

**3. John Betlem Heating and Cooling Service agreement:** It was decided that the Town would get on a maintenance plan, and it was also mentioned that we need to discuss outdated appliances.

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

**1. Highway Report :**

Highway Superintendent Report  
For  
Town Board Meeting  
6/28/18

Since the 5/24/18 Town Board meeting we have completed the following work:

- Brushmowing/Tree work – Quaker/Maple, Division, Jeffery Road, Cole Road, Leroy Road, Parker Road
- Drainage/ditching work – Floodman Road, Jeffery Road, Cole Road
- Cut Shoulders – Sheridan Road, Schilling Road, Garnsey Road, Floodman Road, Jeffery Road
- Inter-municipal Assistance
  - 5/30/18 – 5/31/18            3 Palmyra trucks to assist WCWSA to assist with paving
  - 6/15/18                         2 Palmyra trucks to assist Williamson Hwy with surface treating
  - 6/22/18                         3 Walworth trucks to assist Pal Hwy with surface treating
  - 6/22/18                         3 Williamson trucks to assist Pal Hwy with surface treating
- **Training** – From 6/4/18 – 6/6/18, I attended our 73rd Annual Highway School in Ithaca, NY with 775+ other highway officials from around NYS. I have been on the Highway School Planning Committee for the past several years. I also presented at one session on a Shared Services Panel. Some of the additional sessions I attended were as follows: Tools for Pavement Preservation, Preparing for Emergencies, Part 360 DEC Storage Regulations, New & Seasoned Highway Supts Panel, No Excuses Motivational Speaker, Reclaiming and Building a Road, Culverts in your Highway, Legal Panel.
- **Summer Road Work** - We recently re-paved the north end of Schilling Road between Rt.21 and Desmith Road. We have been busy prepping several additional roads around the Town for service treating, mostly on the northwest side of Town. Coming up in July we will continue with work on the following roadways: Jeffery, Haak, Leroy, Cole, Walker, Schilling, Harris, Dey, Sheridan, Floodman, Garnsey.
- **Heavy Hauling on Town Roads** – Over the past 2 weeks there has been some heavy hauling activity by tractor trailer trucks leaving the former DAS Sand/Gravel pit in Newark headed to Waste Management-High Acres Facility

utilizing N.Creek Road/Walker/Jeffery/Maple/Mac Center to Rt.31F. Over the past week, I have worked with WC Hwy Supt Kevin Rooney, Sheriff Virts, High Acres, Paul Rubery and the NYS Troopers to get these trucks back on State Highways. However, over the past 3 years we have seen an increase in heavy hauling on various Town roads. I would like the Town Board to consider posting weight limits and hope to have additional information for upcoming meetings regarding this process.

- **Galloway/Port Gibson Bridges**– Yesterday afternoon we received notification from NYS DOT that they downgraded Galloway Bridge from 14 tons to 5 tons. Additionally, Port Gibson Road Bridge was immediately downgraded from 18 tons to 3 tons but is expected to be back at 10 tons by tomorrow. Additional bridge work is planned for next year. This will present a problem for winter plowing.
- **1926 Division Street – Drainage** – On 6/13-6/15 we installed a 15” storm pipe along the common side property line of Hse 1926 (Manktelow) and Hse 1918 (Baginski).
- **Truck Barn Project** – In the past 30 days, LeFrois Builders has essentially completed the building shell including the roof, sides and all insulation and last week they temporarily pulled off the job. After the 4<sup>th</sup> of July, they intend to return to install the trench drain and grade the floor. Also, on the week of 6/4 we installed some electrical conduit, storm collector system and water service for future use. During the week of 6/12 we assisted Lawrence Electric with the installation of all the underground electrical runs around the interior perimeter of the barn, while also completing the storm collector system and future water service. Concrete floor is tentative for late July. OH Doors and fire-retardant plywood on interior walls would then follow, along with overhead radiant heat and all remaining electrical work. A complete 6” watermain replacement on Kent St will start next month to.

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

**2. Inter- municipal agreement with Village:** The Inter- municipal agreement with Village regarding rental charges will be amended when the Town Clerk returns.

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

**1. Fire Contracts:** There is a meeting scheduled for July 9th with Village Representative to discuss 2 yr. Fire Contract

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

**-Councilman Michael Lambrix**

**1. Assessor's Office Report for June:****REPORT TO THE TOWN BOARD  
FROM THE ASSESSOR'S OFFICE  
JUNE 18, 2018**

Grievance Day is over. We only had two grievances for the day one did not request an appointment and one was a dropped off during the lunch hour. We tried to reach the second but they did not return our call for an appointment. It is not necessary to appear before the Board of Assessment review to have your grievance heard. There was one stipulation and then one filing for our Article 7. There were also two corrections. The board did not make any changes. The minutes have been transcribed and all the notices have been mailed to the complainants. The backup for the final roll has been submitted to the County for printing.

Once the Final Roll is printed at the county we will file it with the Town Clerk's office. The Roll will be filed before July 1<sup>st</sup>.

The county printed the data mailers for the 2019 update and they were sent out on June 1<sup>st</sup>. We sent out approximately 2,450. I have asked that they be returned by June 29<sup>th</sup>. So far we have received 647 of them back, 415 from the town and 232 from the village. There are been some changes but not many over all. The biggest one is in the town in general; the state changed our program from fuel type "gas" (for heat) to natural or propane. When this was done it put all gas in as natural as a default therefore that has been changed by quite a few people.

I am also requesting to pay for the GRAR membership fees this month please see the attached addendum.

Also picture taking for the update will continue in the fall. With all of the trees it is easier to get good pictures when the leaves are not out. Pictometry was also flown in April and this will help with the update.

As always, if you have any questions or concerns, I can be contacted in my office most days.

**Addendum for the Assessor's Office Report  
May 31, 2018**

I am requesting for permission to pay for the GRAR (Greater Rochester Association of Realtors) member ship fees. I have \$706 in my budget for this, however fees have gone up and the total is \$823. This is a once a year fee and I will be submitting the application for the year to start on July 1, 2018. I am asking also to use the town's credit card for this. I will send in the application and payment form together (by email or fax).

2. CEO Report for June were provided to the board.
3. Minutes from Zoning Board Meeting – none at this time.
4. Minutes from Planning Board Meeting from June 11, 2018.

**INFORMATION**

**1. Mike Catalano- EMS Advisory Report:** Proposed Contract was given to Fingerlakes Ambulance, be he has not heard anything back. Supervisor Miller is planning meeting in August. Bridge on 21 will be closed after pageant.

**2. NYMIR Online Training:** Brochure with online training courses is available.

**AGENDA ITEMS**

**1. Approve: Supervisor to Sign Franchise Agreement with Charter Communications:** Jim Welch made motion to approve the Supervisor to sign the Charter Communications Franchise Agreement.

SECOND: Brad Cook                      VOTE: 3 Ayes

**2. Approve: Assessor to pay for membership to (GRAR) Greater Rochester Association of Realtors, not to exceed \$823.00, and to use the Town credit card to do so:** Mike Lambrix made a motion to approve Payment to GRAR for \$823.00

SECOND: Brad Cook                      VOTE: 3 Ayes

**3. Approve: Supervisor to Sign Heating and Cooling Agreement with John Betlem, not to exceed \$2,002.00, annually.** Brad Cook made a motion to approve signing the agreement with Betlem, not to exceed \$2,002.00/yr

SECOND: Jim Welch                      VOTE: 3 Ayes

**4. Approve: Dr. Malcolm Riggs to act as Local Health Officer for a 4 year term ending December 31, 2021.** Jim Welch made a motion to approve Dr. Riggs as Health Officer for a 4yr term to end 12/31/2021.

SECOND: Brad Cook                      VOTE: 3 Ayes

**Motion to approve claims and expenditures:** Mike Lambrix made a motion to approve claim and expenditures for the Month of June 2018, Vouchers #567 thru #706, totaling \$269,877.56.

SECOND: Jim Welch                      VOTE: 3 Ayes

**Motion to enter into Executive Session to Discuss Proposed Litigation.**

At 8:15 PM a motion was made to enter Executive session by Mike Lambrix to discuss Proposed Litigation and to include Patrick Sheridan (Code Enforcement Officer) and Michael Boesel ( Highway Superintendent).

SECOND: Brad Cook

VOTE: 3 Ayes

**Motion to exit Executive Session:** at 9:00 pm Brad Cook made a motion to exit Executive Session

SECOND: Mike Lambrix

VOTE: 3 Ayes

**Motion to Adjourn Meeting** At 9:10 PM Jim Welch motioned the meeting to be adjourned

SECOND: Brad Cook

VOTE: 3 Ayes

Respectfully submitted,

Heidi V Jarvis  
Deputy Town Clerk

**ATTACHMENT A**

**Information from Garnsey Road Residents**

**Regular Town Board Meeting**  
**Thursday July 26, 2018**  
**7:00 PM – Palmyra Town Hall**