

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
AUGUST 26, 2021**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, August 26, 2021, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

Supervisor Miller announced that we no longer needed to sign the health attestation, and then 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
Todd Pipitone, Councilman

Councilman Brad Cook and Councilman Doug DeRue were absent.

A motion was made by Todd Pipitone to approve the minutes of the Town Board meeting which took place on July 22, 2021.

Second: Jim Welch

Vote: 3 Ayes. Carried

ATTENDANCE

Resident John Spiegel, and Times of Wayne County Reporter Casey Carpenter, were present.

HEARING

There was no official hearing this evening.

GUEST SPEAKER

Mike Catalano, our representative from the Wayne County EMS Advisory board, was unable to attend the meeting, but reported to Supervisor Miller that there was no news to share from an EMS meeting.

COMMUNICATIONS RECEIVED

There were no communications received for the board members prior to the meeting.

PUBLIC INPUT

There was no public input this evening.

NOTE:

The following statement is now be included on all public 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:

-Kenneth Miller, Chairman

1. Report from DEC Re: Water at Old Landfill: Mr. Miller had not been contacted about any testing, therefore there is no new news.

2. Budget workshop dates: September 7th, 14th, 21st, and a Special Board Meeting to Approve the Tentative Budget on September 28th, 2021 at 7 pm, at the Palmyra Town Hall.

3. Hazard Mitigation Plan Update: The Town of Palmyra Hazard Mitigation Plan has been updated, and after it is discussed and updated this evening, will be available to view in the Town Clerk's Office. Previous conversations with the county, highway super and board members included a 100-kilowatt generator (about \$200 K), and trenching and ditching, will need to fill in dates and resubmit. The county will help us, and Supervisor Miller will put a team together to look at various grants. This should help all the towns that need help with grants, as most do not have money to go out to hire grant writers.

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

Mr. Cook was absent, so Mr. Miller invited the board to read the clerks report.

1. Town Clerk Report for August:

TOWN CLERK OFFICE
REPORT TO THE BOARD
August 2021

The preliminary department head budget for 2022 was due on August 23th, and the town clerk budget was shared with councilman Brad Cook on August 20, 2021. After this evening's meeting, the legal notices for the Budget workshops will be published.

School taxes will be picked up from the county in the next week, separated and processed, and will be mailed out to home owners and banks on Tuesday, August 31st. We will begin collecting on September 1st. Also, hunting licenses, along with DMP's, are now being sold.

We have worked on a major archive room B overhaul (we did A last year) and await a "rainy day" for the highway department guys to help switch the archive staging room with the tourism room so the drop box can remain secure.

Heidi and I attended the Opioid Overdose Prevention training at the County Behavioral Health Department on August 16th, and are now trained to administer NARCAN in the case of an overdose. The town received a notice that we donated over 1547 pounds of E-Scrap (at no cost to the town) contributing to the \$13,357.68 donated to Camp Good Days and Special Days.

We received over 25 applications for the position of Part-time Clerk/ Records Co-Ordinator, with many excellent candidates. Heidi and I will be sad to see Sheelah leave, but are very happy for her! Tonight, we will be asking to approve our new hire.

Through dog licensing in July, we sold 75 licenses totaling \$593.00, misc sales, EZ Passes marriage licenses, hunting/fishing, vital record requests, zoning etc- added an additional \$4,714.44. Total check disbursements for the month of July were \$5,307.44.

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

Mr. Boesel was absent, so Councilman Welch reported on behalf of him that they are awaiting delivery of 10-wheel dump truck and the 6-wheel dump truck that has been on order may be coming soon. Mowing has continued on roadsides as well as the usual summer projects.

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

1. Fire Contracts Are Under Review: Councilman DeRue was absent, but had reported to Supervisor Miller that the Fire Contract negotiations are going well. East Palmyra and Port Gibson were done, and said that he would be presenting figures to the Village Board soon.

Government Operations: Assessor, Youth & Aging, and Code**Enforcement / Planning Board****- Councilman Todd Pipitone****1. Assessor's Office Report for August:****REPORT TO THE TOWN BOARD
FROM THE ASSESSOR'S OFFICE
AUGUST 16, 2021**

The Final Roll was filed with the Town Clerks office before July 1st as prescribed by law. Property owners who filed a grievance with the Board of Assessment Review had until July 30, 2021 to file a small claims application against the Town or an Article 7 if the property is commercial or the home owner does not live on that property.

Last month (July 11th – 16th) I attend the Seminar on Appraising put on by the NYSAA (New York State Assessor's Association). I took the IAO-1: Assessment Methodologies & Techniques. It provided a lot of good information and helped to be prepared for the test. I am hoping to take the IAO exam this fall if I can. I need to be full time for 4 years before taking the exam, so I was not eligible in July. I will need to pass the test and be full time for 5 years to become a member of the IAO.

On July 27, 2021 we were served court papers for a certiorari from Willow Landing I & II. Per Ken's request I have forwarded the information to James O'Shea at Hancock Estabrook, LLP.

A backup was sent to the County before August 9th for school tax purposes.

Also we are going to be short two (2) Board of Assessment Review members for the 2022 Grievance hearings. Dick Green's term expires in September and he has formally resigned

as of September 1st. We will also need to fill the second vacancy. This should be done as soon as possible as we have an update coming and should have more than the three (3) members we currently have for that.

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

Councilman Pipitone reiterated that the Town is short two Board of Assessor Review members. The assessor is also looking to purchase a new AC unit as well as a new computer.

2. Code Enforcement/Zoning Office Report - August: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that included a list of building permits and certificates of compliance for July 20, 2021 thru August 24, 2021

3. Minutes from Planning Board Meeting from August 9, 2021: Minutes from the Planning Board meeting from August 9, 2021 were shared with the board.

4. Minutes from Zoning Board Meeting for August: There was no Zoning Board meeting in the month of July.

INFORMATION

1. Updated Wayne County COVID -19 Data: To highlight the data shared with the board, Wayne County is now at Tier 3: High Mitigation with the increased number of COVID (Delta variant) cases, which means that we are at 100+ new cases per 100,000 population. This information mimics the recommendations made by the state suggesting the use of masks in all common areas. Since the beginning of the COVID pandemic in 2020, Wayne County has had 56 total deaths.

AGENDA ITEMS

1. Approve: Approve dates for 2022 Budget Workshops: Jim Welch made the motion to approve the 2022 Budget Workshop dates of September 7th, 14th, and 21st, and a Special Board Meeting to Approve the Tentative Budget on September 28th, 2021, all at 7 pm, at the Palmyra Town Hall.

Second: Todd Pipitone

Vote: 3 Ayes. Carried

2. Accept: Resignation of Richard Green from Board of Assessment

Review: Todd Pipitone made the motion to accept the resignation of Richard Green from the Board of Assessment Review, effective September 1, 2021. (This will leave another vacancy thru September 30, 2026, as well as the one for September 30, 2024).

Second: Jim Welch Vote: 3 Ayes. Carried

3. Approve: Hiring of replacement Part-time Clerk and Records Co-Ordinator for Town Clerk's Office:

Todd Pipitone made the motion to approve the hiring of Heidi Schukraft, as Part-time Clerk and Records Coordinator (average of 20 hrs per week), in the Town Clerks office at a rate of \$13.25 per hour, beginning immediately. This does not change the current budget amount, and has a 6-month probationary period.

Second: Jim Welch Vote: 3 Ayes. Carried

4. Approve: Purchase of a Fire Resistant 4 drawer vertical file cabinet for the Town Court:

Todd Pipitone made the motion to approve the purchase of a Fire Resistant 4 drawer vertical file cabinet for the Town Court not to exceed \$ 1,500.00, including shipping. This is a budgeted purchase.

Second: Jim Welch Vote: 3 Ayes. Carried

MOTION TO APPROVE CLAIMS AND EXPENDITURES

Todd Pipitone made the motion to approve claims and expenditures for the month of August 2021, Vouchers #2021-732 thru #2021-823, totaling \$139,557.75.

Second: Jim Welch Vote: 3 Ayes. Carried

MOTION TO ADJOURN

At 7:20 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Jim Welch Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk
(as reported to by Deputy Town Clerk, Heidi Jarvis)

BUDGET WORKSHOPS
SEPTEMBER 7TH, 14TH, AND 21ST, AND SPECIAL BOARD MEETING TO
APPROVE THE TENTATIVE BUDGET ON SEPTEMBER 28TH, 2021,
ALL AT 7 PM, AT THE PALMYRA TOWN HALL

REGULAR TOWN BOARD MEETING
THURSDAY SEPTEMBER 23rd, 2021
7:00 PM – PALMYRA TOWN HALL