

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
December 22, 2016**

At 7:00 p.m., Deputy Supervisor James Welch called to order the Town Board meeting, scheduled for Thursday December 22, 2016, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York. Supervisor Miller was in attendance, but because of a small medical issue that evening was unable to lead the town board meeting.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Upon roll call, the following Board members were present:

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

ROLL CALL

Councilman Welch asked that the Town Clerk read the following proclamation, honoring the recently deceased past Town Supervisor, David. C. Lyon.

**PROCLAMATION
HONORING
DAVID C. LYON**

PROCLAMATION OF APPRECIATION

With the Passing of

David C. Lyon

The Town Board was saddened to learn of the death of Former Supervisor David C. Lyon and wishes to recognize his years of dedicated service to the Town.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Palmyra does hereby pause in its deliberation to express its sympathy to the family of David C. Lyon, his wife Sylvia, children; son, Christopher, daughter, Cheryl, step-son, William and his other family members.

WHEREAS, the Town wishes to recognize the leadership David C. Lyon had brought to the Town as a whole, and how David set the example for future Supervisors in guiding the Town, by means of various projects, through a time of growth and change for the better, during his many years of service in his role as Supervisor.

BE IT FURTHER RESOLVED, that the Board recognizes the loss to the Town of Palmyra and its employees, and the Town especially wants the public and Sylvia’s family to know how much he will be missed, and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Palmyra wishes to express its deep gratitude to David C. Lyon for the time and effort in serving the Town of Palmyra these many years; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Palmyra wishes to thank the family of David C. Lyon for sharing his talents, dry sense of humor, and service to the people of Palmyra, and for supporting David as he carried out his various Town duties.

By order of the Town Board, Dated December 22, 2016

A moment of silence was observed by all in attendance, and the Town Clerk and Book Keeper will present the framed proclamation to the family at a later date.

Motion was made by Todd Pipitone to approve the minutes of the Town Board meeting on November 22, 2016.

**MTN: APPROVE
PREVIOUS TOWN
BOARD MINUTES**

Second: Mike Lambrix

Vote: 4 Ayes. Carried

Motion was made by Todd Pipitone to approve the minutes of the Town Board Workshop that was held at the highway facility December 13, 2016.

**MTN: APPROVE
TOWN WORK
SHOP MINUTES**

Second: Mike Lambrix

Vote: 4 Ayes. Carried

Also attending was: Marc Carrier, CEO Pat Sheridan, Highway Superintendent Mike Boesel, and Village Board Member Mark Warters.

ATTENDANCE

HEARING

There was no official hearing this evening.

PUBLIC INPUT

There was no public input this evening.

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

1. Municipal Shelter Inspection Report: The board received a copy of the annual Municipal Shelter Inspection Report that was conducted by NYS Ag & Markets. All was found to be satisfactory with our animal control facility.

2. Budgetary adjustments for end of 2016: The book keeper provided a thorough report of all budgetary adjustments necessary for the end of year. There were no questions, and the board will vote to approve later in the meeting.

3. EMS Advisory Board Nomination: A nomination was needed for Mike Catalano to continue on EMS Advisory Board January 1, 2017, thru December 31, 2019. (Board Nomination will need to be e-mailed to William Liddle, EMS Co-ordinator by Supervisor Ken Miller). There was no formal vote, just a general consensus that Mr. Catalano should continue.

4. Town Fire Co-ordinator Nomination: A nomination was also needed for Ron Hickman to continue as Town Fire Co-ordinator; this nomination will also be e-mailed to the county by the Supervisor who had been given the contact information.

5. Use of Town Credit Card: The Supervisor met with our commercial bank (Keybank), as well as our local Community Bank to discuss the positive and negative aspects of dealing with both banks when obtaining a credit card to be used by town employees. It was decided that Keybank would be more beneficial for our municipality, and the board will work on a use policy in January. After that policy is established, the Supervisor will begin paperwork to obtain the card (s).

6. Value Added Purchasing: Highway Superintendent Boesel, along with the Town Supervisor, will be working on adding "Value Added Purchasing" to our current purchasing policy so that we can look at not just the least expensive item/service, but the best value in the long run when making purchases. This will be addressed at further meetings in 2017.

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

1. Town Clerk Report for December: Councilman Cook shared the following town clerk's office report and building calendar with the board:

Report to the Board
Town Clerk Office-December 2016

December was the perfect month to begin preparing all of our year end financials, and also get ready for Town and County tax collection. Legal notices will be sent to the newspaper (as soon as I receive the warrant and taxes from the county!); and contracts and agreements were received back from Village, Fire Departments, and Community Center.

The taxes will be separated and processed, and will be mailed out to home owners and banks on December 30th.

The town clerk's office has been running smoothly, and Julie has proved to be a welcome addition this past year. Not only is she wonderful with public service, but she was also able to learn the ins and outs of records management, and has kept our records nicely in order.

Heidi, thankfully, is always my right hand! She has continued to pursue past due dog owners, which has not only alerted us to dogs that are no longer here, but has reminded owners that they need to pay their licensing fees. Through dog licensing in November we sold 65 licenses totaling \$521.00, misc sales, including marriages licenses, hunting/fishing, vital record requests, Bingo proceeds, Zoning, etc – added an additional \$7,806.62. Total check disbursements for the month of November totaled \$8,327.62.

Thank you Heidi, Julie, and Joan for making 2016 a fantastic year in the Town Clerk's office!

2. Pre-Tax Legal Notice: The following Pre-Tax Legal Notice was published and posted; tax bills will be mailed on December 30th, 2016.

TOWN OF PALMYRA
NOTICE OF RECEIPT OF TAX ROLL AND WARRANT FOR 2017

TAKE NOTICE that I, Irene Unterborn, the undersigned Tax Collector for the Town of Palmyra, County of Wayne and State of New York, have duly received the tax roll and warrant for the collection of Town and County taxes within the Town of Palmyra of the year 2017, 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 5:00 p.m. Monday through Friday.

TAKE FURTHER NOTICE that taxes may be paid on or before February 6, 2017 without charge or interest. On all taxes received after such date, there shall be added interest of 1% if paid on or before March 6, 2017, and an additional 2% on or after March 7, 2017. The last day of Town/County tax collection will be March 31, 2017.

TAKE FURTHER NOTICE that Town/County taxes may be paid in two installments, with the first half paid on or before February 6, 2016 without charge or interest. If the second installment is paid between February 7 and March 6, 2017, there shall be added interest of 1% on the remaining amount. If the second installment is paid between March 7 and March 31, 2017, there shall be added interest of 2% on the remaining amount.

FURTHER NOTICE IS GIVEN 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 Town of Palmyra will be returned to the County Treasurer of the County of Wayne on the first day of April, 2017.

DATED: December 22, 2016

3. Legal Notice for Organizational Meeting: The following legal notice for the Organizational Meeting on Jan. 10th, 2017 at 7 PM, will be published and posted. It was decided that immediately after the Organizational Meeting is closed, there will be a workshop that will include the topics: Highway facility, Betlem Heating and Cooling contract, and the Assessor's position.

**TOWN OF PALMYRA ORGANIZATIONAL MEETING
FOR THE YEAR 2017**

NOTICE IS HEREBY GIVEN, that the organizational meeting of the Town Board of the Town of Palmyra will be held on Tuesday, January 10, 2017, at 7:00 p.m. in the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York.

Dated: December 22, 2016

4. Building Security - The internal door locks have been changed, but the door jams had not been installed yet. Councilman Cook will contact the contractors to make sure the project gets finished in the next couple of weeks. Supervisor Miller currently has all copies of the keys.

5. Recommendation for cleaning of Town Hall: Mr. Cook stated that after researching proposals for cleaning, he was confident in recommending Julie Hartman for the job of cleaning both the Town Hall and Highway facility. She obtained the necessary insurance and agreed to the terms set forth in the revised contract. Final approval will take place later in meeting.

6. Betlem Heating and Cooling contract: After cleaning the furnaces and heating equipment in the fall, Betlem Heating and Cooling proposed an annual contract. The town clerk shared the pricing with the board, and they decided to discuss it further at the workshop on January 10, 2017.

7. Leaking Roof Repairs: Haak's Home Improvements was contracted to seal 24 of the 54 box vents in front portion only of Town Hall, by pop riveting aluminum flashing to each one. It is felt that the wind and rain enters the vents from that side, and that this would end the leaking. Discussion ensued, and it was decided to revisit the roofing issued in the back of the building in 2017.

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

1. Highway Department report for December: Highway Superintendent Mike Boesel submitted the following report from November 22, 2016 through December 22, 2016:

**Highway Superintendent Report
For Town Board Meeting
12/22/16**

Since the 11/22/16 meeting we have completed the following work:

- **Plowing/Sanding** – While most of November 2016 will be noted as one of the warmest on record, this current month of December has become one of our snowiest, and a busy one for us. To date this winter season we have made a total of **24 trips out** of the barn. A comparison to this point of the past 4 winter seasons is below:
 - December 2015 - 3 trips
 - December 2014 - 20 trips.
 - December 2013 - 35 trips.
 - December 2012 - 6 trips.

Other miscellaneous items include:

- **Salt Orders** – So far for the month of December we have ordered 400 tons of salt. To date this winter season we have ordered approximately 700 tons of our 2800 ton allotment, which approximately 29% of our requested allotment.
- **Winter Fleet Maintenance** – Over the past 30 days of snow plowing we have worked the bugs out of much of the truck fleet and we continue with general maintenance on the entire fleet. Over the next couple months we will bring in various 'summer'-related pieces of equipment for their annual servicing and maintenance work.
- **Snow Fence** - During the second week of December the Village and Town forces worked together the entire week installing some of our snow fence around the Town. However, we were not able to complete all of it before the snow events starting coming.
- **Garbage Cleanup** - A large deposit of garbage was dumped along the roadsides of Vault and Hogback Hill Roads from a nearby house cleanout earlier this year. I attempted to work thru the legal system but this December we decided to pickup the trash ourselves. Area property owners were very thankful and sent us a 'Thank you' note.
- **Highway Dept - Short-Staffed** - As we remain short-staffed while Scott Moulton remains out of work, coupled with a very busy start to the plowing season, we have received some phone calls from residents regarding our snow removal efforts. Some of these December storms have had poor timing during AM or PM rush hours or just start snowing/raining harder near the end of our plow runs causing poor conditions to continue. The crew is doing their best to cover all routes while remaining short-staffed.
- **Highway Facility BCS Update** - Our Hwy Facility Task Force of Bob Grier, Councilman Cook, Councilman Welch and I have continued to work on this project primarily with BlueScope Construction over the past 30 days. On 12/20/16 we received their proposal for review.
- **Highway Clerk Position** - I would like to request that Sandy Farbizio be hired as a part-time clerk for the Highway Department.

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

Mr. Boesel pointed out that they had one more run to date as they plowed again after he wrote his report, and that they have already beat the number of trips out the past couple of years. He also commented on a medical leave of a current employee and whether or not it was necessary to hire a part-time plow driver. He explained it was too difficult to hire someone away from unemployment to make same money, yet be on call 24/7. Mr. Boesel also informed the board that they received a few thank you's for cleaning up garbage on the side of the road in the town.

2. Highway Facility: Because of the extent that the new plan (received from Blue Scope) covered, the topic of a new highway facility will be added to the next workshop on January 10th. The plan was a little more expensive than anticipated, but there are some alternatives to some of the ideas. The team tasked with researching the new Highway Facility will meet Tuesday morning at 8 AM, at the highway facility.

3. New Hire for Highway Clerk: Mr. Boesel stated that he would like to hire his currently contracted employee, Sandy, as a permanent part-time employee, to be approved later in the evening. He noted that she is already familiar and more than competent to do the job of highway clerk, as she has already been there for more than two years.

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

1. Telephone System: Councilman Pipitone is currently working with Dan from Astra Solutions, and the phones will be arriving soon. Dan spoke with the Supervisor, Town Clerk, and Bookkeeper to learn just what the needs in the Town Hall are. This seems to be a very flexible system, and though there is no firm installation date, it should be a seamless transition after training, and we can decide when to turn off the old system and begin the new one.

Government Operations: Assessor, Youth & Aging, Code Enforcement, Planning Board, and Justices – Councilman Michael Lambrix

1. Assessor's Office Report for December : Elaine Herman, Assessor, is on vacation and will combine her December and January reports next month.

2. Code Enforcement/Zoning Office Report- December: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members including a list of building permits and certificates of compliance for year end, January 1st, 2016 through December 22, 2016. Mr. Sheridan

was asked if he could provide a comparison to 2015 in a report, but explained because of the new program being used, he could not. He did comment, however, that the escrow fees are working to close out open permits at a good rate per month, and that revenue is up!

3. Minutes from Zoning Board Meeting for December 12, 2016: The meeting minutes for December were included in the board packets. Mr. Lambrix noted item number four in the minutes in which Dave Koeberle explained that he was in the process of selling a portion of his property on Rt 31, and would like to subdivide into two, with buildings being added to the portion remaining in his possession.

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

5. Purchase of Truck for Code Enforcement: The purchase of a new truck was discussed at the last workshop. A decision whether to approve the purchase or not will be made late in the evening.

6. Board of Assessment Review: The town clerk reminded the town board that we are in need of one more member for the Board of Assessment Review. It was decided that the clerk would place an ad in the paper, as well as the Supervisor mentioning it in his end of year article.

Informational Items

1. Wayne County Office of the Sheriff: A copy of the *Wayne County Emergency Travel Restrictions* was shared with the board. The emergency restrictions are also to be found at the Wayne County Sheriffs web-site when needed.

2. Swearing in Ceremony: It was asked if there was a date for a swearing in ceremony, and after discussion it was decided that since Brad Cook was the only council person running, we would forgo the actual formal ceremony. He had filed his oath of office with the clerk earlier in the month.

Agenda Items

1. Approve: Clerk to the Assessor to attend the Institute of Assessing Officers: Mike Lambrix made the motion to approve Joan Gates to attend the *Institute of Assessing Officers*, January 23- 27, 2017 in East Syracuse NY, not to exceed \$1600.00, including Tuition, Hotel, Food and Mileage. Some discussion ensued and a roll call vote was requested.

Second by Todd Pipitone. A roll call vote was requested.

Councilman Michael Lambrix	Aye
Councilman James Welch	Naye
Councilman Todd Pipitone	Aye
Councilman Brad Cook	Aye

Vote: 3 Ayes. Carried.

2. Approve: Resolution #20-2016: Authorize Budgetary Journal Entries to close the 2016 Fiscal Year: Todd Pipitone made the motion to approve the Town Bookkeeper to make any necessary adjusting and budgetary journal entries in closing the 2016 fiscal year.

Second by Brad Cook. A roll call vote was requested.

Councilman Michael Lambrix	Aye
Councilman James Welch	Aye
Councilman Todd Pipitone	Aye
Councilman Brad Cook	Aye

Vote: 4 Ayes. Carried.

RESOLUTION #20-2016
AUTHORIZE BUDGETARY ADJUSTMENTS
TO CLOSE 2016 FISCAL YEAR
TOWN OF PALMYRA
WAYNE COUNTY, NEW YORK STATE

BE IT RESOLVED, that the Town Board of the Town of Palmyra authorizes the Town Bookkeeper to make any necessary budgetary journal entries in closing the 2016 fiscal year.

Adopted this 22nd day of December, 2016, at the meeting of the Palmyra Town Board.

BY ORDER OF THE PALMYRA TOWN BOARD

3. Approve: Purchase of 2017-F-150 Truck for the Code Enforcement

Department: Mike Lambrix made the motion to approve the purchase of a new 2017-F-150 truck for the Code Enforcement Department, not to exceed \$30,716.64. It was seconded by Jim Welch to get it on the table. Discussion ensued and Mike Lambrix made the motion to table the discussion of the purchase of the truck until the next workshop.

Second: Brad Cook Vote: 4 Ayes. Carried

Supervisor Miller appointed Councilmen Lambrix and Pipitone, along with Mr. Boesel and Mr. Sheridan to meet and discuss options for purchase.

4. Approve: Cleaning contract for the Town Hall and Highway Facility:

Brad Cook made the motion to approve the cleaning contract with Julie Hartman as stated in agreement, \$150.00 per week, on a month to month basis for first year, beginning the week of January 1st, 2017.

Second: Todd Pipitone Vote: 3 Ayes. Carried

Councilman Lambrix abstained as he stated that he has known Mrs. Hartman since she was a child.

5. Approve: Sealing of 24 Box Vents on Front of Town Hall: Todd Pipitone made the motion to approve Haak's Home Improvements to seal 24 box vents on front of Town Hall Roof, not to exceed \$650.00.

Second: Mike Lambrix Vote: 4 Ayes. Carried

6. Approve: Hiring of clerk for Highway Department Office: Jim Welch made the motion to approve the hiring of Sandy Fabrizio as part-time clerk to the Highway Department, at a rate of \$12.00 per hour, beginning January 1, 2017.

Second: Todd Pipitone Vote: 4 Ayes. Carried

7. Approve: Hiring of clerk for Code Enforcement office: Mike Lambrix made the motion to approve Dan Wooden as part-time clerk to the Code Enforcement Office, at a rate of \$20.00 per hour, beginning January 1, 2017.

Second: Brad Cook Vote: 4 Ayes. Carried

8. Approve: Resolution #21-2016 Authorize Budget Modification for Highway Department: Jim Welch made the motion to approve the Town Bookkeeper to make the following necessary budgetary modifications in the Highway Department Budget.

Second: Mike Lambrix Vote: 4 Ayes. Carried

RESOLUTION #21-2016
AUTHORIZE BUDGETARY MODIFICATION
TOWN OF PALMYRA
WAYNE COUNTY, NEW YORK STATE

BE IT RESOLVED, that the Town Board of the Town of Palmyra authorizes the Town Bookkeeper to make the following necessary budgetary modifications in the Highway Department Budget.

DB HIGHWAY FUND

Increase Revenues: Acct# 3501.04.000.29 State Aid – Pave NY Amt: \$26,850
Increase Expenditures: Acct# 51122.04.000.29 Improvements – Pave NY Amt: \$26,850

- To reflect an increase in State funding for Pave NY program
- Adopted this 22nd day of December, 2016, at the meeting of the Palmyra Town Board

BY ORDER OF THE TOWN BOARD
December 22, 2016
MEMBERS OF THE TOWN BOARD OF THE TOWN OF PALMYRA

9. Approve: Budget Adjustments: Todd Pipitone made the motion to approve the Bookkeeper to make budget adjustments for the General Fund, DA Highway Fund, DB Highway Fund and Part – Town Fund for 2016. These budget adjustments will be **ATTACHMENT A**.

Second: Mike Lambrix Vote: 4 Ayes. Carried

Motion to approve claims and expenditures Todd Pipitone made the motion to approve claims and expenditures for December 2016 including vouchers # 6183 thru #6289, totaling \$80,337.49.

Second: Brad Cook Vote: 4 Ayes. Carried

Motion to Adjourn: At 7:52 PM, Mike Lambrix made the motion to adjourn the meeting.

Second: Todd Pipitone Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Palmyra Town Clerk

ATTACHMENT A BUDGET ADJUSTMENTS

2017 ORGANIZATIONAL MEETING & WORKSHOP
TUESDAY, JANUARY 10, 2017
7:00 PM – PALMYRA TOWN HALL

**(TOPICS TO INCLUDE: HIGHWAY FACILITY PLAN, BETLEM HEATING AND
COOLING, ASSESSOR'S POSITION, AND PURCHASE OF
TRUCK FOR CODE ENFORCEMENT)**

NEXT REGULAR BOARD MEETING:
THURSDAY JANUARY 26th, 2017 - 7PM
AT THE PALMYRA TOWN HALL