

**PALMYRA TOWN BUDGET WORKSHOP AND MEETING  
TUESDAY September 20, 2022  
7:00 PM – PALMYRA TOWN HALL**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Workshop, scheduled for Tuesday September 20, 2022 at the Palmyra Town Hall, located on 1180 Canandaigua Rd, Palmyra, New York.

Supervisor Miller 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  
Doug DeRue, Councilman  
Bradley Cook, Councilman  
Todd Pipitone, Councilman (arrived at 7:06 PM)

The following notice was posted as required by law:

**LEGAL NOTICE  
TOWN OF PALMYRA  
NOTICE OF 2023 BUDGET WORKSHOPS**

**NOTICE IS HEREBY GIVEN**, that the Town Board of the Town of Palmyra will conduct 2023 Budget Workshops on the evenings of Tuesday September 6<sup>th</sup>, 13<sup>th</sup>, and 20<sup>th</sup> (October 4<sup>th</sup> if needed) at 7:00 PM, and a Special Meeting to approve the Tentative Budget on September 27<sup>th</sup>, 2022, 7:00 PM, all at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

**FURTHER NOTICE IS HEREBY GIVEN**, that this workshop is called to discuss the proposed 2023 budget, as well as any other business that may come before the Town Board.

Dated: August 26<sup>th</sup>, 2022

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Irene E. Unterborn  
Palmyra Town Clerk

**ATTENDANCE**

Also attending was: Joan Gates (Assessor), and Neil Gates.

None planned for this evening.

**NOTE:**

The following statement is now to be included on all public agendas and minutes:

*\*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.*

**TOPICS OF WORKSHOP**

**1. Approve: Payment to Tracy Brown, Animal Control Officer, for Month of July and September 2022, at \$860.00 per month:** Brad Cook made the motion to make payment to Tracy Brown, Animal Control Officer, for months of July and September 2022 for \$860.00 per month.

Second: Doug DeRue

Vote: 3 Ayes. Carried.

**2. Approve: Motion to rescind "Hiring of Animal Control Officer thru December 2022" from meeting on September 13, 2022:** Brad Cook made the motion to rescind the resolution made by Todd Pipitone at the September 13<sup>th</sup>, 2022 meeting "to hire Tracy Brown as Animal Control Officer, retroactive to September 1<sup>st</sup>, 2022, not to exceed annual salary of \$10,438.00."

Second: Jim Welch

Vote: 3 Ayes. Carried.

**3. Approve: Hiring of Tracy Brown as Animal Control Officer, beginning October 1<sup>st</sup>, 2022 thru December 31<sup>st</sup>, 2022:** Doug DeRue made the motion to hire Tracy Brown as animal control officer beginning October 1<sup>st</sup>, 2022 thru December 31<sup>st</sup>, 2022, at a rate of \$401.46 per pay period. The board discussed the fact that we usually require a back ground check for new employees, but as she is already an employee of the county as well as other towns, she has already been vetted.

Second: Jim Welch

Vote: 3 Ayes. Carried.

**4. Approve: Per Diem rate of pay for Town Clerk Office:** Brad Cook made the motion to approve the per diem rate of pay in the town clerk's office as \$13.71 for 2022.

Second: Jim Welch

Vote: 3 Ayes. Carried.

Town Assessor Joan Gates requested to speak to the board and add an update to the email that was sent to them with regards to the proposed cutting of her hours in the Assessor's office to two days. The information that was sent to the board included a correction from the county adding that Wolcott has 300 less properties than Palmyra and stated that most assessors are paid per parcel.

The town clerk asked if this needed to enter executive session, but was assured the topic was appropriate for public discussion.

Ms. Gates stated that she could cover any shortage of coverage, ie with less clerk hours, if she were full time, as long as it was not a revaluation year.

The board asked many questions including: why she did not include commercial properties in the revaluation (*ans: they will be included in the next reassessments*), how often is she in the field (*ans: approximated one month a year and does about 1/3 of the properties each year*), does the office need to be open every day (*ans: people are used to it, and that time is necessary to get everything done*), if she continued full time, and could she eliminate clerk position (*ans: yes, but would need help January thru March when STAR paperwork is issued and gathered and are busy calling seniors. However, she would prefer to keep her 10 hours per week and see how it goes*).

Further discussion ensued; Ms. Gates was finally asked to email the board with a proposed plan as Councilman Cook felt it may be more important to have a full-time assessor face to face with the public.

**2023 Preliminary Budget:** At 7:18 PM, the meeting was moved for an open-door, round table discussion in the Supervisors office to discuss the 2023.

**MOTION TO ADJOURN**

At 9:10 PM, Doug DeRue made the motion to adjourn the meeting.

Second: Brad Cook

Vote: 4 Ayes. Carried.

Respectfully submitted,

Irene Unterborn  
Palmyra Town Clerk

**REGULAR TOWN BOARD MEETING**

**THURSDAY SEPTEMBER 22<sup>nd</sup>, 2022**

**7:00 PM – PALMYRA TOWN HALL TOWN BOARD BUDGET**

**BUDGET WORKSHOPS**

**SPECIAL BOARD MEETING TO APPROVE THE TENTATIVE BUDGET ON**

**SEPTEMBER 27<sup>TH</sup>, 2022,**

**AT 7 PM, AT THE PALMYRA TOWN HALL**