

REGULAR MEETING OF THE TOWN BOARD

**PALMYRA TOWN HALL
FEBRUARY 24, 2011**

At 7:03 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, February 24, 2011, at the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York.

CALL TO ORDER

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

PLEDGE TO THE FLAG

Upon roll call, the following board members were present:

- Kenneth F. Miller, Supervisor
- James Welch, Deputy Supervisor
- Michael Lambrix, Councilman
- Todd J. Pipitone, Councilman

ROLL CALL

Councilman David Nussbaumer was excused.

Also attending the meeting: *Wayne Post* reporter Billie Rae Walker; East Palmyra resident Roy C. Wilck, and Palmyra Highway Superintendent Mike Boesel.

MEETING ATTENDANCE

Motion was made by Todd Pipitone to approve the minutes of the January 27, 2011 meeting of the Town Board.

MTN: APPROVE MINUTES OF 1/27/201 TOWN BOARD MEETING

Second: Jim Welch

Vote: 3 Ayes. Carried.
Mike Lambrix abstained as he was absent at the last meeting.

COMMUNICATIONS

1. **Wayne County Sheriff's Office Reports:** The February report from the Wayne County Sheriff's office listed violations during "Zero Tolerance" week in the county concerning driver inattention and unsafe driving conditions for others. 465 tickets were issued. In addition, there was a press release announcing the hiring of two new deputy sheriffs to the department.

INFORMATION FROM WAYNE COUNTY SHERIFF'S OFFICE

**WAYNE COUNTY
CLERK'S 2010
REPORT,
INCLUDING
FINANCIALS**

- 2. **Wayne County Clerk's 2010 Financial Report:** The Town received a press release from the Wayne County Clerk, Mike Jankowski, announcing the 2010 results for his office. Included was information about the DMV and Records Management for the year. Also listed were all fees collected in the Clerk's office and deposited with the Wayne County Treasurer.

It is included with these minutes as Attachment A.

REPORTS OF STANDING COMMITTEES

Economic Development, Appeals and Town Clerk's Office Committee – Todd Pipitone, Chairman

**TOWN CLERK'S
OFFICE REPORT
FOR FEBRUARY**

- 1. **Town Clerk's Office Report for February:** Councilman Todd Pipitone suggested Board members read the report, with topics that include current tax collection, dog licensing update, financial balancing—daily, monthly, annually—new office hours, records management, PC maintenance, along with software for records and document scanning. He handed out to Board members the updated index for contracts/agreements.
- 2. **Micro-Business Grants:** Todd also handed to the Board a notice of a meeting held on February 16, 2011, for owners of commercial, residential rental, and non-profits in the Village of Palmyra. The Main Street Grant Program for 2011 is available for building renovation, and for establishing or expanding "cultural or business anchors" in a revitalization effort.

Highway Committee – James Welch, Chairman

**FEBRUARY
HIGHWAY
DEPARTMENT
REPORT**

- 1. **February Highway Report:** Highway Superintendent Mike Boesel submitted the following report From January 27 to February 24:

Highway Superintendent Report
For Town Board Meeting 2/24/2011

Since the 1/27/11 meeting we have completed the following:

- Plowing/Sanding –To date this winter season we have made a total of 106 trips out of the barn. A comparison to this point of the past 3 winter seasons is below:
 - February 2010 - 90 trips.
 - February 2009 - 90 trips.
 - February 2008 - 78 trips.

Other miscellaneous items include:

- **Salt Orders** – To date this winter season we have ordered 2300 tons of our 3500 ton allotment, approx. 67%.
- **Brushmowing** – We started brushmowing roadsides during our short snowmelt/warmup period recently. We hope to continue this program over the next several weeks.
- **Pothole Patching** – During our brief warmup we took time to patch potholes around the Town. This season has been a bad one for frost heaving and potholes.
- **Equipment** – We continue to perform routine maintenance on all trucks and equipment in between all these trips out on the roads.
- **Time Warner Phones**– We had our new phone service installed on February 8th. There have been some technical difficulties with the hookup. We still do not have fax capabilities.
- **Advocacy Day** – I will be attending our annual Advocacy Day on March 9th and 10th in Albany.
- **Palmyra Municipal Auction** – The date has been set for Saturday May 14, 2011. We approved the Contract at the last meeting and I signed it and sent it to Teitsworth Inc.
- **Bobcat Purchase Approval** - I am asking permission to place the order for our new Bobcat, bucket and landscape rake. These were all budgeted items. I will have more details at the meeting.

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

2. **Advocacy Day:** Mike Boesel said March 9th and 10th are Advocacy Days for Highway Superintendents around the State. He expects there will be a record number of Superintendents in Albany to advocate for continued funds for highway projects at local, county and state levels. He plans to do his part with our State legislators on Palmyra's behalf.

**FEBRUARY
HIGHWAY
DEPARTMENT
REPORT**

**ADVOCACY DAY
FOR HIGHWAY
SUPERINTEN-
DENTS IN
MARCH**

REQUEST
PURCHASE OF
BOBCAT
EQUIPMENT

3. **Bobcat purchase:** Although he didn't bring paperwork with him tonight, Mike said he needs to place the order for a new Bobcat that he had budgeted for \$29,000. The accompanying bucket and landscape rake was budgeted for \$5,000. Going with the State contract, the actual prices were \$28,286 for the Bobcat and \$4,934 for the peripherals.

**Facilities, Operations and Planning Committee
– Mike Lambrix, Chairman**

NO FEBRUARY
PLANNING
BOARD
MEETING

1. **No Planning Board Meeting:** Mike Lambrix informed the Board members that there was no Planning Board meeting in February.

MEN'S
RESTROOM
FLOOR NEEDS
REPAIR

2. **Floor at Rest Room in Town Hall:** Councilman Mike Lambrix asked Mike Boesel if there was cement at the Town Barns that could be used to fix the men's restroom floor at Town Hall in places where it's buckling. Mike Boesel said he would look into the matter.

**Zoning and Assessor's Office Committee
– David Nussbaumer, Chairman**

ASSESSOR'S
FEBRUARY
OFFICE REPORT

1. **Assessor's February Office Report:** Assessor Elaine Herman submitted her February report noting the deadline is near for tax exemption forms to be returned. Last week, her PC was wiped out and had to be reloaded. She also attached new tentative values for special franchise properties and the railroad. While values for utilities were down, values were up for the railroad and the Empire State Pipeline, with an overall gain of \$1,847,200.

CODE
ENFORCEMENT
/ZONING OFFICE
FEBRUARY
REPORT

2. **Code Enforcement/Zoning Office Report:** February's CEO Report was distributed to Board members. There were no comments about the Permit report for February.

3. **Zoning Board Meeting:** There was no Zoning Board of Appeals meeting in February.

**NO FEBRUARY
ZONING BOARD
MEETING**

INFORMATIONAL ITEMS

1. **New Employee Handbooks:** Supervisor Ken Miller showed Board members a copy of the new Employee Handbook, prepared by Paychex. He added that copies were just received from Paychex. He proposed to Board members that the book be distributed on March 17, along with a new IT policy that is expected from Integrated Systems early in March. There was no objection to this by Board members.

**NEW EMPLOYEE
HANDBOOKS TO
BE DISTRIBUTED
MARCH 17**

2. **Paychex Insurance Comparison:** Paychex had submitted several charts comparing insurance offerings they have available at Paychex to competing insurance offerings—including POMCO, which is the current administrator for insurance for those participating with Wayne County. Apparently, there are other changes being considered at the county level that could affect the choice Town of Palmyra will make. In June of 2010, the Town of Palmyra told POMCO (Wayne County) that we were giving them notice of a possible change of insurance administrator. We had to notify the county twelve months before making a change. Come June 2011, the Town has the option of staying with the same insurance administrator or changing. The Town is now comparing various options available to employees.

**PAYCHEX
COMPARISON
OF VARIOUS
INSURANCE
PLANS AND
ADMINISTRATORS**

3. **Public Input:** East Palmyra resident Roy Wilck was in attendance and requested time to speak. He complained about a resident who keeps garbage on his property and allows it to blow all around the neighborhood. After hearing his plight, Supervisor Miller recommended he call the Code Enforcement Office and file an official complaint. Wilck also was concerned about an old barn or outbuilding that is starting to topple, and is leaning closer and closer to the edge of Hogback Hill Road. Again, he was directed to the Code Enforcement Office to notify them of the situation. Wilck wondered who's liable if the rest of the outbuilding collapses.

**PUBLIC INPUT—
EAST PALMYRA
ISSUES**

Highway Superintendent Mike Boesel said he has worked with the property owner before, and added that there have been a number of roof problems this winter, with the many, heavy snowfalls. Ken Miller said he would check to see if there's a policy about liability.

AGENDA ITEMS

1. **Approve Addendum to Amended/Restated Agreement:**
An agreement with the Wayne County Water and Sewer Authority in 2008 entitled "Amended and Restated Agreement between the Wayne County Water and Sewer Authority and the Town of Palmyra" had some recent changes made. An Addendum was created by Town Attorney Paul Rubery, and it was scheduled to be on the agenda for the December 2010 Town Board meeting. However, the Town Clerk never received the Addendum, so it was not included at that time.

MTN: TABLE
ADDENDUM TO
AMENDED AND
RESTATED
AGREEMENT
WITH WCWSA

The Town has now received the Addendum and it was on tonight's agenda. Since Board members needed more information about the recent changes, Mike Lambrix made the motion to table the approval until the March Town Board meeting.

Second: Todd Pipitone Vote: 4 Ayes. Carried.

2. **Audit of Palmyra Town Court 2010 Financial Records:**
The Supervisor and Bookkeeper met with the Court Clerk, Patricia Peterson, to go over the 2010 Financial Records, as required by law. A special checklist was used to make the audit, with both the Supervisor and Bookkeeper signing the checklist. This procedure was used successfully last year, and the Town Board was pleased with the results of their detailed procedure. Councilman Todd Pipitone made the motion to accept the audit of the Palmyra Town Court 2010 Financial Records.

MTN: APPROVE
AUDIT OF TOWN
COURT 2010
FINANCIAL
RECORDS

Second: Mike Lambrix Vote: 4 Ayes. Carried.

3. **Approve: Purchase of Skid Steer Loader Bobcat:** Recalling the discussion earlier in the meeting, Councilman Jim Welch made the motion to purchase the budgeted Skid Steer Loader—Bobcat for the Highway Department, not to exceed \$28,286 for the Bobcat and \$4,934 for the rake attachment—per State contract.
- Second: Todd Pipitone Vote: 4 Ayes. Carried.
- MTN: APPROVE
PURCHASE OF
SKID STEER
LOADER BOBCAT
& RAKE
ATTACHMENT
FOR HIGHWAY
DEPARTMENT
4. **Annual Audit of 2010 Financial Books for Offices of Supervisor, Code Enforcement and Town Clerk:** At 7:35 p.m., the Town Board stopped the usual order of the meeting and looked over the 2010 financial records provided by the Town Clerk's office, the Code Enforcement office and the Supervisor's office. They took their time, asking questions if necessary. In August, Zoning/Code Enforcement payments began to be input at the Town Clerk's office, so Dan Wooden provided the Board with a partial year of receipts from money collected for building permits, public hearings, inspections, etc. At 7:48 p.m., the meeting reconvened. Mike Lambrix made the motion to approve the audit of the 2010 financial books for the Town Clerk's office, the Zoning/Code Enforcement office and the Supervisor's office.
- Second: Jim Welch Vote: 4 Ayes. Carried.
- MTN: APPROVE
AUDIT OF 2010
FINANCIAL
BOOKS FOR
OFFICES OF
SUPERVISOR,
CODE
ENFORCEMENT,
TOWN CLERK
5. **Approve Claims & Expenditures on Abstract #211:** Todd Pipitone made the motion to approve the claims and expenditures shown on Abstract #211, that includes Voucher Numbers 12012 through 12086 for \$504,596.45.
- Second: Mike Lambrix Vote: 4 Ayes. Carried.
- MTN: APPROVE
ABSTRACT #211
6. **Motion to Adjourn:** At 7:49 p.m., Mike Lambrix made the motion to adjourn the meeting.
- Second: Todd Pipitone Vote: 4 Ayes. Carried.
- MTN: ADJOURN
MEETING

Respectfully submitted,

Lyndall Ann P. Green
Palmyra Town Clerk

ATTACHMENT A: Wayne County Clerk's 2010 Financial Report Press Release

NEXT TOWN BOARD MEETING
THURSDAY, MARCH 24, 2011, 7:00 P.M.
PALMYRA TOWN HALL