

## REGULAR MEETING OF THE TOWN BOARD NOVEMBER 20, 2003

The regular meeting of the Town Board, Town of Palmyra, scheduled for Thursday, November 20, 2003, at Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, NY, was called to order at 7:34 PM by Town Supervisor David C. Lyon.

**CALL TO  
ORDER**

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

**PLEDGE OF  
ALLEGIANCE**

Upon roll call, the following board members were present:

Town Board Members: David C. Lyon, Supervisor  
James Welch, Councilmember  
Michael Lambrix, Councilmember  
Kenneth Miller, Councilmember  
David Nussbaumer, Councilmember

**ROLL CALL**

Also in attendance at the board meeting:  
Mark Lindsay, representing the *Courier-Journal*  
Mary Courtney, representing St. Anne's Church

Motion was made by David Nussbaumer to approve the minutes of the November 6, 2003 meeting of the Town Board. Seconded by Michael Lambrix. Voting was unanimous in the affirmative.

**MTN:  
APPROVE  
MINUTES OF  
11/6/2003 MTG.**

### COMMUNICATIONS

1. E-mail announcing presentation on projected trends in Wayne County demographics: Mayor Vicky Daly invited board members to attend a presentation by Martin Williams, Deputy Director, Wayne County Office of the Aging, on December 1, concerning projected trends over the next 15 to 30 years. David Nussbaumer indicated interest in attending.
2. Petition for town water service: Petition was received from residents of Cambier and Fagner Roads requesting the town to provide municipal water service to their area.

**UPCOMING  
PRESENTATN  
ON TRENDS IN  
WAYNE  
COUNTY  
DEMO-  
GRAPHICS**

**PETITION FOR  
TOWN WATER  
BY CAMBIER/  
FAGNER RDS.  
RESIDENTS**

## REPORTS OF STANDING COMMITTEES

### Buildings and Grounds Committee – Ken Miller, Chairman

**FRONT  
WINDOWS  
REPLACED**

1. Ken Miller reports Town Hall front windows have been replaced with double-paned glass for insulation. New windows look great—in keep- ing with Colonial design of building—just in time for winter season

**TOWN HALL  
CARPET  
CLEANING  
ISSUES**

2. The carpets in all hallways and entries of Town Hall have been shampooed professionally. In addition, mats in the entrances and high traffic areas, as well as stains in the carpet in the Code Enforcement Office received attention. All stains came up cleanly and the carpets look well cared for.

**BUILDING  
USAGE POLICY  
PRESENTED  
AND  
DISCUSSED**

3. Ken Miller provided board members with the final copy of the new Town Hall building usage policy and procedures. A few points of discussion were brought up about deposits, waivers, and insurance, but were answered by Miller. This policy will take effect January 1, 2004, and will be sent to all those currently using the building and to those with new requests in the future.

**MTN TO APPRV  
BLDG USAGE  
POLICY  
EFFECTIVE  
1/1/2004**

Dave Nussbaumer said this document may be revised in the future if necessary, and that he commended Ken Miller for the work he put into it. Mike Lambrix made the motion to adopt the Policy for Use of Town Hall, effective January 1, 2004. Jim Welch seconded the motion. Voting was unanimous in the affirmative.

### Highway Committee – Michael Lambrix, Chairman

**HWY DEPT  
REPORT—  
PHONE NOS. &  
LABOR  
EXCHANGE**

1. Although Highway Superintendent Nelson wasn't in attendance at this meeting, Michael Lambrix stated that phone and cell phone numbers of all Highway Department members are available and that it would be okay to call if board members see something that needs their attention. He also was concerned about the town and village labor exchange, since the village "owes" the town \$27 thousand since 1998. He wondered how we can equalize the labor between the two municipalities. Supervisor Lyon let him know that Cook tries to equalize the tasks involved, and assured Lambrix that we would be making up for it this winter.

**MTN TO APPRV  
SNOW & ICE  
CONTRACT  
WITH WAYNE  
COUNTY**

2. Motion was made by Mike Lambrix and seconded by Dave Nussbaumer to approve the snow and ice contract with Wayne County. This is considered a "standard" contract, at so much per mile, totalling \$3080 to the town. This means that this is calculated for a "standard winter"--the amount of services the town provides

on county roads. If the winter is light, the amount is recalculated down. If the winter is heavy, such as last year, we receive more. Voting was unanimous in the affirmative.

### **Planning Committee – James Welch, Chairman**

No new business.

### **Zoning Committee – David Nussbaumer, Chairman**

CEO Report for September: Code Enforcement Officer Bob Grier submitted a monthly report for November, although he wasn't able to attend the board meeting.

**CEO REPORT  
FOR NOVEMBER**

## **INFORMATIONAL ITEMS**

1. Assessor's Report for November: Assessor Elaine Herman reported to the Board that she is in the middle of the reassessment of town properties. Also, Windows 2000 software has been installed on the PCs in the assessor's office.
2. Archives/Town Clerk's Office Report for November: Deputy Town Clerk Betsy Lewis updated the board on happenings in the Clerk's office and Archives workshops she attended in the area. This follows up on the huge Archives commitment made this year—to provide appropriate storage for our precious documents and for proper care of each, as well as indexing and transcribing the information contained in them. There are some documents which we keep permanently, and others which have a storage of a specified number of years, then they are able to be appropriately destroyed.

**ASSESSOR'S  
REPORT FOR  
NOVEMBER**

**ARCHIVES/  
TOWN CLERK'S  
OFC REPORT  
FOR NOVEMBER**

To avoid overcrowding the Archives Rooms, and to efficiently dispose of the "expired" or short-term documents, it has been recommended that a specific time each year be designated by declaration for their removal. Betsy specified each April to be the time period for this to be accomplished. Mike Lambrix made the motion to approve the following:

### **DECLARATION**

***The month of April each year is***

***Town of Palmyra Expired Documents Destruction Month***

**MTN:  
DECLARATION:  
APRIL EACH YR.  
IS EXPIRED  
DOCUMENTS  
DESTRUCTION  
MONTH**

Councilman Dave Nussbaumer seconded the motion. Voting was unanimous in the affirmative.

**GSAWD PRE-CONSTRUCTN MTG. DONE, DIGGING HAS BEGUN**

- 3. Garnsey-Shilling Area Water District Update: On November 18, Supervisor Dave Lyon and Clerk Lynne Green attended the long-awaited pre-construction meeting for the water district. All the preliminaries and the paperwork was in order and final signatures at that meeting meant that the digging can begin. The next day, installation crews began work on the Garnsey Road portion of the water project, with the hope that the weather would hold out long enough for the laying of the pipes to be complete this Fall.

**AGENDA ITEMS**

**MTN: APPRV. PURCHASE OF FILE CABINET FOR TOWN COURT OFC .**

- 1. Justice Court Assistance Program awards grant to Palmyra: Court Clerk for the Town, Helga Haak, applied for a grant to purchase a fireproof 4-drawer filing cabinet for the Court office. She recently was notified of the approval of her grant up to \$1,100 for this purpose. She requested the board approve the purchase, and attached three descriptions of suitable file cabinets. Mike Lambrix made the motion to approve purchase of a fireproof 4-drawer filing cabinet for the Town Court office, not to exceed \$1,100, using the grant award to pay for it. Dave Nussbaumer seconded the motion. Voting was unanimous in the affirmative.

**APPOINT MASTER PLAN COMMITTEE MEMBERS**

- 2. Comprehensive (Master) Plan Committee appointments: Supervisor Lyon announced that he had contacted the following people to represent the town on the Comprehensive (Master) Plan Committee: Dave Nussbaumer, Jim Welch, Lynne Green, Gary LaBerge and Neil Gates. They would join other appointees designated by the village, and Stuart Brown, who has been hired to complete the plan to the point where it can be presented to the two boards for approval and, if approved, implemented.

**MTN: SET PUBLIC HEAR-ING DATE FOR GOTTERMEIER REPAIR SHOP**

- 3. Set Public Hearing Date: Hearing date was needed for a Special Use Permit requested by Daniel Gottermeier, 3262 NY State Rt. 21, for an automotive repair shop. Motion was made by Michael Lambrix to have the public hearing on Monday, December 29, at 7:30 p.m. in the Palmyra Town Hall. David Nussbaumer seconded the motion. Voting was unanimous in the affirmative.

**MTN: APPROVE CLAIMS & EXPENDTURES ON ABSTRACT 58**

- 4. Claims and Expenditures as shown on Abstract #58: Motion was made by David Nussbaumer and seconded by Ken Miller that claims and expenditures shown on Abstract #58, including Voucher Numbers 4506 through 4614, in the amount of \$98,748.28, be approved. Voting was unanimous in the affirmative.

5. Motion to adjourn: At 8:08 p.m., Mike Lambrix made the motion to adjourn the meeting. Ken Miller seconded the motion. Voting was unanimous in the affirmative.

**MTN: TO  
ADJOURN  
THE MTG.**

Respectfully submitted,

Lyndall Ann P. Green  
Palmyra Town Clerk

**NEXT MEETING: MONDAY, DECEMBER 15, 7:30 PM**  
**PALMYRA TOWN HALL**