

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
November 21, 2017**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Tuesday, November 21, 2017, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Upon roll call, the following Board members were present:

ROLL CALL

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

Motion was made by Todd Pipitone to approve the minutes of the Town Board Meeting which took place on Thursday October 26, 2017.

**MTN:
APPROVE PREVIOUS TOWN BOARD MINUTES**

Second: Jim Welch Vote: 3 Ayes. Carried

Councilman Lambrix abstained as he had been absent from that meeting.

Motion was made by Todd Pipitone to approve the minutes from the Public Hearing and Town Board Meeting from November 9, 2017.

Second: Brad Cook Vote: 4 Ayes. Carried

ATTENDANCE

Also attending was: Lisa Moon and EMS Advisory Board Representative Mike Catalano.

HEARING

There was no official hearing this evening.

COMMUNICATIONS

None

PUBLIC INPUT

None

REPORTS OF STANDING COMMITTEES

Supervision---Animal Control, Historian, Finance: Kenneth Miller, Chairman

1. Agreement with Humane Society of Wayne County: The contract with the Humane Society of Wayne County expires on December 31, 2017, and the new one will begin January 1st, 2018 and ends December 31, 2019. There are no changes or increases from the previous contract. There will be approval to allow the Supervisor to sign contract asked for this evening.

2. Necessary Budget Modifications and Budget Adjustments: There are necessary Budget modifications and budget adjustments that are explained below and will be voted on as #4 and #5 on the agenda items later in the evening.

3. Letter from FOX News Rochester Regarding Community Closings: Channel 13/ WHAM/ Fox Rochester News provided the town with weather alert administration code to be used in case of emergency, or if it is necessary to close the town due to inclement weather.

4. Charter Communications Network plans for Expansion: Supervisor Miller shared with the board an agreement he signed with Charter Communications that states the town will continue “to treat all Confidential Buildout Information as confidential in Perpetuity.”

5. Re-appoint Malcolm McBurney Riggs, MD as Health Officer: Supervisor Miller spoke to Dr. Riggs and asked if the town could re-appoint Malcolm McBurney Riggs, MD as Health Officer at the Organizational meeting in January for a one year term. He said he would be willing.

6. Insurance Recommendations for upcoming Construction Project: Jackie Shaffer (our town insurance agent) forwarded the NYMIR sample recommendations for contractors. She said it would cost approximately \$769.00 per year to add a new builder’s risk location of 131 Kent St. for the new barn (limit of \$500,000.00). The town will now be able to compare this broken down cost with the cost given for insurance coverage by the contractors themselves.

**Human Services: Town Clerk, Archives, and Town Hall Facility -
Councilman Bradley Cook****1. Town Clerk Report for November:****TOWN CLERK OFFICE REPORT TO THE BOARD
NOVEMBER 2017**

In October, the Town Clerk's office was focused once again on the end of school tax collection, ("settling up" with Pal- Mac CSD, Wayne County and Ontario County), and issuing hunting licenses!

Second round DMP's (doe permits) became available on Wednesday, November 1st, so Julie and I were here at the town hall at 7 AM to accommodate our local hunters. As for school tax collection, we ended up collecting \$14,605,974.60 of the \$15,231,194.76 total warrant, plus \$237,181.04 in in-lieu of payments, earning the Town of Palmyra \$19,499.18 in payment (which we have already received) from the Pal-Mac CSD for our role in tax collection. This amount earned for collection is up more than \$251.26 from last year.

Through dog licensing in October we sold 71 licenses totaling \$608.00, misc sales, including marriages licenses, hunting/fishing, vital record requests, Bingo proceeds, Zoning etc – added an additional \$8,761.09. Total check disbursements for the month of October totaled \$9,369.09.

Irene Unterborn
Palmyra Town Clerk
November 17, 2017

The town clerk also shared a sample of half page dog letter (for approval this evening), from Animal Control and the Town Clerk office, reminding the community that all dogs need to be licensed annually. This will be sent with tax receipts to save postage.

2. Building update: The town clerk arranged for Betlem Heating and Cooling to come clean and service heating units on Dec. 11th, 2017. Councilman Cook will be meeting with the town clerk and book keeper to discuss the walk thru flow of the town hall now that the front door project is complete. He will also be calling to book insulation and gutter repair to be completed in December if possible.

3. Brighter Lights for Gymnasium: Mr. Cook is discussing different options for brighter lighting with electrician Jay Harding.

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

1. Highway Report: In Mike Boesel's absence, Councilman Welch shared the following report with the board for October 26th thru November 21st, 2017:

**Highway Superintendent Report
For Town Board Meeting
11/21/17**

Since the 10/26/17 meeting we have completed the following work:

- **Plowing/Sanding** –To date this winter season we have made a total of 3 trips out of the barn.
A comparison to this point of the past 3 winter seasons is below:
 - November 2016 - 7 trips
 - November 2015 - 2 trips.
 - November 2014 - 5 trips.
 - November 2013 - 6 trips.

Other miscellaneous items include:

- **Roadwork/Brush Mowing** – Summer roadwork is complete. We intend to continue brush mowing roadsides as time and weather permit throughout the Fall/Winter months.
- **Winter Preparations** – The sand/salt barn is 2/3 full, but we need to order some more salt soon. All trucks were completely outfitted for the winter season. We hope to install some snow fence in the coming weeks as weather permits.
- **Guide Rail Maintenance** – We recently replaced a section of guide rail along the south shoulder of South Creek Road in conjunction with the contractor that WC Hwy had replacing rail on their N.Creek Rd. We also installed reflective tabs on the guide rails along South Creek Road and Vault Road.
- **Red Barn Maintenance** - Over the past couple weeks during nicer weather days, we continued where we left off priming and painting our lower block building, red barn. We also started organizing inside this barn in preparation for the Spring Truck Barn project.
- **Shop Exhaust System** – HMI Mechanical Contractors have been installing the new shop exhaust system over the past few weeks. Next week, after Thanksgiving break, they intend to finish the installation.
- **Truck Barn Project** – One year ago we had just recently met LeFrois and Bluescope Construction. A year later, 11/7/17, we just recently got voter approval from our residents for Proposition #4 to continue forward with our Heated Highway Facility project. Since Election Day our Hwy Task Force committee has personally met with LeFrois twice more, including with Pat Sheridan regarding building code design. We have also continued to discuss and consider what tasks or materials we can purchase/complete this year throughout these meetings. These may include purchase of concrete lego blocks, water service material, gravel/stone, and a propane tank. I have 4 quotes for the propane tank for tonight's meeting. Our Town Attorney is currently reviewing the Bluescope Contract for approval at our December TB meeting. Material order will take 12 weeks, bringing us to March/April 2018.

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

2. Highway Facility Update: After some discussion, Councilman Welch suggested that when Mr. Boesel was available and the project team could meet, that they should conference call with contractors to get figures, such as wages and price of steel, recertified.

3. Propane Tank Quotes: Councilman Welch shared the specific information on propane tanks from GrowMark \$2,880.00, Griffith Oil \$3,220.00, Main Energy \$3,180.00 and Sungas \$4,300.00. After some discussion it was recommended to choose the tank from GrowMark LLC. This purchase will fall under "maintenance" and is up for approval this evening.

Some final discussion ensued regarding the barn project and Mr. Miller will contact the bank with specific questions from the board. It was also mentioned that the town is still waiting for a formal statement from Wayne County Board of Elections with regards to the last election, and the passing of Palmyra's Proposition #1.

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

1. Telephones: Mr. Pipitone had nothing new to report at this time.

Government Operations: Assessor, Youth & Aging, Code Enforcement/Planning Board, and Justices

Councilman Michael Lambrix

1. Assessor's Office Report for November:

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR'S OFFICE
NOVEMBER 13, 2017**

It has been a somewhat quiet time in the office. This has given me the chance to organize my office a little more.

I am still taking in exemptions. I am also giving information out to home owners on how they need to apply for STAR. Some of our current STAR recipients are now applying for the Enhanced (Senior) STAR.

I should be able to check the State's web site any day now for the updated list of those that signed up for IVP (Income Verification Program for STAR). Once I get the updated list I will be sending post cards and letters out to those on the list.

I am also hoping to go out and check some of the Building Permits (get new pictures) weather permitting. At this time I may need to close the office for a couple of hours to do this. I will, of course, let the Clerk's office know when I am out of the office and when I get back.

Also, we still need another member for our Board of Assessment Review. Someone needs to be appointed soon so we don't have a repeat of last year and end up with only four again. It is not easy to find someone to serve on this board, so it is going to take time to find someone who is willing to do the job. The search needs to start now.

If you have any questions or concerns, I am in the office most of the time.

Councilman Lambrix also reminded the board that they will be appointing a clerk to the assessor later in the meeting. A signed agreement was shared with the board, and a background investigation was completed by both the Village and County law enforcement of this individual.

2. Code Enforcement/Zoning Office Report- November: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members prior to the meeting, including a list of building permits and certificates of compliance for October 24, 2017 through November 16, 2017. Mr. Lambrix invited all to read it at their leisure.

3. Minutes from Zoning Board Meeting: There were no meeting minutes provided at this time.

4. Minutes from Planning Board Meeting: There were no meeting minutes provided at this time.

5. Planning and Zoning Board Re-appointments: Approvals for the re-appointment of Nelson Claeysen for Planning Board, and re-appointment of Donald Seier for the Zoning Board of Appeals are being asked for later this evening. Both these terms would expire December 31, 2022.

Information

1. Mike Catalano- EMS Advisory Report: Mr. Catalano reported that in September there were 63 calls (47 of which were covered) to Fingerlakes Ambulance and 79 calls in October (of which 65 were covered). He stated that in general everyone seems to be short handed in the emergency service field, and that volunteers seem to have gone by the wayside. He is putting together the final touches on an agreement between Fingerlakes Ambulance and the town, which will then allow Supervisor Miller and Mr. Catalano to sit and discuss our concerns with Fingerlakes Ambulance.

2. WC Sheriff Office Press Release: The "STOP-DWI Crackdown" – Thanksgiving Crackdown will be November 22nd thru November 26th, and the Holiday Crackdown will be December 15th thru January 1st, 2018. Law enforcement agencies will be working together to raise awareness and coordinate enforcement activities during these times.

3. Wayne County Water and Sewer Rates: The town received a letter from the WCWSA stating there will be no change in the rates of water or service. (\$4.25 per 1 k gallons purchased and basic charge of \$22.50 per quarter will remain the same.)

Agenda Items

1. Approve: Supervisor to sign contract with Humane Society of Wayne County: Todd Pipitone made the motion to approve the Supervisor to sign contract with the Humane Society of Wayne County, commencing on January 1, 2018, and ending on December 31, 2019. There were no changes or increases from previous contract.

Second: Brad Cook Vote: 4 Ayes. Carried

2. Approve: Member of Planning Board: Mike Lambrix made the motion to approve Nelson Claeysen to continue serving on the Town of Palmyra Planning Board for a term beginning January 1, 2018 and ending December 31, 2022.

Second: Jim Welch Vote: 4 Ayes. Carried

3. Approve: Member of Zoning Board of Appeals: Mike Lambrix made the motion to approve Don Seier to continue serving on the Town of Palmyra Zoning Board of Appeals for a term beginning January 1, 2018 and ending December 31, 2022.

Second: Brad Cook Vote: 4 Ayes. Carried

4. Approve: Resolution #25-2017 Authorize Budget Modification for the Town of Palmyra: Mike Lambrix made the motion to approve the Town Bookkeeper to make the following necessary budgetary modifications to the General Fund for the Town of Palmyra.

Brad Cook seconded, and a roll call vote was requested.

Councilman Welch Aye
Councilman Lambrix Aye
Councilman Pipitone Aye
Councilman Cook Aye

Vote: 4 Ayes. Carried

RESOLUTION #25-2017
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 to the 2017 Budget.

GENERAL FUND:

Increase Revenues: Acct# 511.01.000.00 - Appropriated Common Highway Facilities Reserve Amt: \$51,515.00

Increase Expenditures: Acct# 51322.01.000.00 – Garage - Equipment Amt: \$51,515.00

Increase Revenues: Acct# 511.01.000.00 - Appropriated Bonded Indebtedness Reserve Amt: \$9,146.01

Increase Expenditures: Acct# 97106.01.000.00 – Debt Principal - Serial Bond Amt: \$9,146.01

- Per Resolutions #18-2017 and #24-2017 to transfer reserve funds to General Fund

BY ORDER OF THE TOWN BOARD
November 21, 2017
MEMBERS OF THE TOWN BOARD OF THE TOWN OF PALMYRA

5. Approve: Budget Adjustments: Mike Lambrix made the motion to approve the Bookkeeper to make the following budget adjustments for the General Fund, and Part – Town Fund, for 2017.

Jim Welch seconded, and a roll call vote was requested.

Councilman Welch	Aye
Councilman Lambrix	Aye
Councilman Pipitone	Aye
Councilman Cook	Aye

Vote: 4 Ayes. Carried

Town of Palmyra			
General Fund - Budget Adjustments			
November 21, 2017			
ACCOUNT#	ACCOUNT TITLE	INCREASE	DECREASE
12204.01.000.00	Supervisor - Contractual Exp	689.07	
12202.01.000.00	Supervisor - Equipment		(500.00)
19904.01.000.00	Contingency Account		(189.07)
13552.01.000.00	Assessor - Equipment	699.00	
13554.01.000.00	Assessor - Contractual Exp	3,547.24	

REGULAR TOWN BOARD MEETING

November 21, 2017

13551.01.000.02	Assessor - Pers Svcs-Clerk/Full Time		(4,246.24)
14102.01.000.00	Town Clerk - Equipment	13.00	
25204.01.000.00	Town Clerk - Contractual Exp		(13.00)
14204.01.000.00	Attorney - Contractual Exp	4,379.82	
19904.01.000.00	Contingency Account		(4,379.82)
16202.01.000.00	Buildings - Equipment	18,641.00	
90608.01.000.00	Medical & Dental Insurance		(14,000.00)
50101.01.000.03	Supt of Hwy - Pers Svcs-Clerk/Part-Time		(4,641.00)
16204.01.000.00	Buildings - Contractual Exp	6,602.94	
19904.01.000.00	Contingency Account		(6,602.94)
19104.01.000.00	Unallocated Insurance	273.30	
19904.01.000.00	Contingency Account		(273.30)
35104.01.000.00	Animal Control - Contractual Exp	2,828.04	
35102.01.000.00	Animal Control - Equipment		(250.00)
19904.01.000.00	Contingency Account		(2,578.04)
97106.01.000.00	Debt Principal - Serial Bond	147,115.64	
909.01.000.00	Fund Balance		(147,115.64)
97107.01.000.00	Debt Interest - Serial Bond	4,580.50	
909.01.000.00	Fund Balance		(4,580.50)
TOTAL BUDGET ADJUSTMENTS:		189,369.55	(189,369.55)

Town of Palmyra			
Part Town Fund - Budget Adjustments			
November 21, 2017			
ACCOUNT#	ACCOUNT TITLE	INCREASE	DECREASE
14204.02.000.00	Attorney Contractual Exp	1,015.58	
19904.02.000.00	Contingency Account		(1,015.58)
80154.02.000.00	CEO - Contractual Exp	192.42	
80154.02.000.14	CEO - Contractual Exp/Office Supplies	13.00	
80154.02.000.19	CEO - Cont Exp/Membership Dues	95.00	
80154.02.000.12	CEO - Contractual Exp/Telephone		(192.42)
80154.02.000.17	CEO - Contractual/Software Suppt		(100.00)

80154.02.000.20	CEO - Contractual/Education		(8.00)
90558.02.000.00	Disability Insurance	30.75	
19904.02.000.00	Contingency Account		(30.75)
	TOTAL BUDGET ADJUSTMENTS:	1,346.75	(1,346.75)

6. Approve: Appointment of Clerk to the Assessor: Mike Lambrix made the motion to approve Christopher Scott Comegys as Clerk to the Assessor, averaging 25 hrs per week, at \$12.50 per hour, beginning December 4, 2017.

Second: Jim Welch

Vote: 4 Ayes. Carried

7. Approve: Propane Tank: After a consensus was reached to buy locally, Jim Welch made the motion to approve the purchase of a 1000 gallon propane tank, not to exceed \$3,180.00.

Second: Brad Cook

Vote: 4 Ayes. Carried

8. Approve: Approve Dog License Letter to be included with Town Tax Receipts: Brad Cook made the motion to approve the Animal Control letter shared earlier, regarding the upcoming enumeration, to be included with tax receipts (to save on postage).

Second: Todd Pipitone

Vote: 4 Ayes. Carried

Motion to approve claims and expenditures: Todd Pipitone made the motion to approve the November claims and Expenditures Vouchers #7410 thru #7518, totaling \$156,394.69

Second: Jim Welch

Vote: 4 Ayes. Carried

Motion to Adjourn Meeting: At 7:50 PM, Mike Lambrix made the motion to adjourn the meeting.

Second: Jim Welch

Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

Regular Town Board Meeting
Thursday December 28, 2017 7:00 PM – PALMYRA TOWN HALL