

**REGULAR MEETING OF THE TOWN BOARD  
PALMYRA TOWN HALL  
March 25, 2021**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, March 25, 2021, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

Supervisor Miller asked if all had signed the Health Attestation and then 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  
Brad Cook, Councilman  
Todd Pipitone, Councilman  
Doug DeRue, Councilman

Motion was made by Jim Welch to approve the minutes of the Town Board meeting which took place on February 25, 2021.

Second: Brad Cook

Vote: 3 Ayes. Carried

Councilman Pipitone abstained as he was absent.

**ATTENDANCE**

Also attending was: Don Wilkinson, Marc Carrier, WC EMS Representative Mike Catalano, Highway Superintendent Mike Boesel, Casey Carpenter (WC Times), and one additional gentleman named "Brian" from "Waterloo".

**HEARING**

There was no official hearing this evening.

**GUEST SPEAKER**

Mike Catalano, our representative from the Wayne County EMS Advisory board, explained that the decision to enforce our agreement with Finger Lakes Ambulance seems to have been a good one. So far it has only impacted us one or two times, but we in Palmyra have been made a priority. He also continued to explain that though we are making progress, eventually Wayne County will probably need to be like Livingston County and get into “the ambulance business”.

**COMMUNICATIONS RECEIVED**

There were no communications received prior to the meeting.

**PUBLIC INPUT \***

There was no request for public input.

The following statement will now be included on all public agendas:

*\*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 if ignored, the person could be charged with Disorderly Conduct. For public hearings, speaking will be limited to topics on the agenda.*

**REPORTS OF STANDING COMMITTEES**

**Supervision---Animal Control, Historian, Justices, and Finance: Kenneth Miller, Chairman**

**1. Hazard Mitigation Plan:** Supervisor Miller sent the Hazard Mitigation Plan (fold out) via e-mail to the board members on March 18, 2021. The Town Clerk will keep a printed plan in her office. It is hoped that the town money received for COVID relief from the federal government can partially be used to purchase a generator for the Town hall. That money is said to be marked for “infrastructure”.

**2. American Red Cross Sheltering System Facility:** This is an update to the ongoing agreement that we currently have with the Red Cross. The board needs to assign 24-hour emergency contact information, and the Supervisor suggests the following Town Hall key holders: Town Supervisor, Town Clerk, and the Highway Superintendent. He explained there is nothing currently stored here, but it is marked as a sheltering facility. There will be approval for Supervisor to sign agreement later in the meeting.

**3. Court Security:** There has been a question regarding court security for the Town of Palmyra and how it is currently arranged. Supervisor Miller found that thru the Wayne County Sheriff, the cost of an authorized officer would be approximately \$12,000.00 (for 3 times per month). This will be further addressed as needed.

**4. Town of Palmyra Website:** Due to requirements regarding transparency with the Village Police Department and the constant updates required for the PD, the Village of Palmyra has decided to discontinue our shared website at [www.palmyrany.com](http://www.palmyrany.com) effective March 31<sup>st</sup>, 2021. However, the town will not only be able to continue the use of that (URL) web address, but a brand-new website for the Town of Palmyra is well under way. William Unterborn explained to the Town Supervisor at a meeting earlier in March that the new town website will not only be PC and mobile friendly, but also meets ADA requirements! You will be able to visit the new town website at [www.palmyrany.com](http://www.palmyrany.com).

**5. Old Palmyra Landfill:** Supervisor Miller has a conference call planned with the Dec and Engineers to discuss Garnsey Rd.

**6. Proposed Marquart Sewer Project:** Supervisor Miller explained that the MRB Group was managing any questions on behalf of the town with regards to the proposed sewer project. The owners of the Marquart Mobile Home Park are then being billed so that the town is not paying for any part of this research into the proposed project. The board wanted to be sure that our highway superintendent was kept up to date with any info. It was pointed out that the roads involved were both county roads, and the biggest hurdles could be running pipe under the creek and railroad tracks.

**7. Outstanding Litigation:** It was proven that the outstanding lawsuit from many years ago had nothing to do with the Town of Palmyra, but we were charged \$1,800.00 to get us excused from the lawsuit. We will be taking the party accusing the town to court to make them pay the fee that was acquired.

**Human Services: Town Clerk, Archives, and Town Hall Facility -  
Councilman Bradley Cook****1. Town Clerk Report for March:****TOWN CLERK OFFICE REPORT TO THE BOARD****MARCH 2021**

Through dog licensing in February 2021, we sold 122 licenses totaling \$984.00, misc sales, and marriage licenses, hunting/fishing, vital record requests, FOIL requests, E-ZPasses, Code/Zoning etc- added an additional \$2,511.10. Total check disbursements for the month of February were \$3,495.10.

EZ Pass sales have increased as the weather has gotten nicer and I will need to order more very soon. Also, with the board's approval, I would once again like to put an article in the paper stating that they are available for purchase at the town hall, along with a few other things happening in the Town Clerk's office (ie. Dog Licensing, Fishing/Hunting licenses, etc).

March has been steady with Town and County tax collection and water payments. So far, since January 1, we have collected \$4,778,797.53 of the \$5,317,083.84 tax warrant....leaving just \$540,670.80 to be collected until the final deadline of March 31st. It seems there were more taxes paid before the interest periods kicked in than ever before!

**2. Electronics Collection:** Sunnking contacted us regarding the schedule for the electronics collection's pickup. They will be delivering the collection boxes on April 16, 2021, and will be picking them up from the highway department on May 12, 2021. Thank you again to the Highway Superintendent for agreeing to help facilitate this collection which is also a fundraiser for Camp Good Day and Special Times. There is no cost to the Town. The only drawback is that because of the timing of the highway auction, we are unsure if we will be able to open it to the public this year, as we are unable to request different dates for delivery and pick-up.

**3. Building Update:** Supervisor Miller met with two heating and duct cleaning specialists to discuss the cleaning of the heating and cooling systems in the Town Hall. The first did not get back to us, but the second explained they had a motorized brush/ vacuum to all our ducts, included those with some insulation in them. He will be returning to finish quote.

**4. Cameras:** The cameras have been working well, but the replay was put to a "test". A twenty-minute segment that had been recorded was saved to possible be used in court.

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

**1. Highway Department report for March:**

**HIGHWAY SUPERINTENDENT REPORT  
FOR TOWN BOARD MEETING  
03/25/21**

Since the 2/25/21 meeting we have completed the following work:

- **Plowing/Sanding** – We made 3 trips so far this March. To date this winter season, we have made a total of 69 trips out of the barn. A comparison to this point of the past 5 winter seasons is below:
  - March 2020 - 88 trips.
  - March 2019 - 113 trips
  - March 2018 - 106 trips.
  - March 2017 - 90 trips.
  - March 2016 – 53 trips.

Other miscellaneous items include:

- **Salt Orders** – We have not ordered any additional salt for the month of March. For the winter season we remain at 1640 tons of our 2600-ton allotment, or approximately 63% of our allotment. The salt barn has room for more salt and I intend to order 200 tons soon before fuel prices rise any higher. This will get us to our 70% minimum.
- **Advocacy Day - CHIPs Funding** – Our annual Advocacy Day in Albany was cancelled but our remote efforts this year for more transportation funding are gaining momentum. The NYS DOT will still be releasing up to 15% of the 20% previously withheld. We also understand that the Gov's proposed budget holds CHIPs and PAVE-NY programs at the same allotments as last year. Additionally, depending on additional Federal Funding, we could see our first CHIPs increase in many years, but we will see what happens. We are still not sure about EWR money yet. I expect more information very soon.
- **Canal Bridge Update** – I understand the Port Gibson Road Canal Bridge could be open by this time next week! Tonnage TBD. There will be a temporary daily closure in the future as they re-pave the bridge approaches.
- **Training/Personnel** –
  - 3/10/20 - The crew attended a free MSHA training seminar w/Wolcott/Butler at Palmyra Hwy.
  - Annual Highway School – Ithaca College – June 7-9<sup>th</sup>

- **Winter Equipment and Yard Cleanups** – Last week we put all our snow fence away. This week we started sweeping. In April we will start repairing some of our snowplow damage. Most of the trucks remain setup with plows/wings/sanders, although we will slowly start to undress them.
- **New Equipment!** – Thank you for this new equipment!!!
  - 2021 Mack Truck – Our new single-axle truck finally arrived on 2/26/21. We had ordered this truck back in November 2019, but due to the Covid Pandemic, production was severely delayed.
  - 2021 40” Bobcat Flail Mower – Our new flail mower attachment for the mini-excavator also arrived on 2/26/21.
  - F550 and Tandem Mack – Our new Ford F550 is expected in late April. Our new Mack in the early Fall.
- **Palmyra Municipal Auction** – Our 35<sup>th</sup> Annual event is scheduled for Saturday May 8, 2021. We met with Jesse Teitsworth this morning to review the upcoming Auction and we will have the Auction Contract on the April agenda for approval. We will return to a ‘live’ auction with masks required.
- **Village Budget** – It’s budget season in the Village and a Public Hearing is scheduled for Monday April 5<sup>th</sup>. Last year the Tax Rate went down from \$12.98 to \$12.03.
- **Coronavirus Pandemic** – At this time last year we were attempting to comply with an Exec Order for 50% staff reductions. For the past year, the Palmyra Highway Crew has been diligent in cleaning, disinfecting, and practicing suggested CDC and DOH social distancing practices, handwashing, and cleaning practices. We were able to make it thru the past year with only 2 positive cases. As of today, nearly 75% of the Town Crew has been vaccinated.

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

### **Town Development: IT & Phones, Fire Protection Contracts, and Strategic Plans - Councilman Doug DeRue**

**1. Previous Fire Contracts Are Under Review:** Councilman DeRue is reviewing the previous Fire Contracts, and plans to begin negotiating soon.

**Government Operations: Assessor, Youth & Aging, and Code  
Enforcement / Planning Board - Councilman Todd Pipitone**

**1. Assessor's Office Report for March:**

**REPORT TO THE TOWN BOARD  
FROM THE ASSESSOR'S OFFICE  
March 23, 2021**

We have been busy over the last month. All of the exemptions were due by March 1<sup>st</sup>. Post cards and phone calls were made to tax payers as needed. This excludes the Low Income Senior and the Low Income Disabled exemptions, due to Covid the State mandated these did not have to be renewed this year and will keep the same value as the 2020 roll, only new applicants needed to apply. We are double checking that all exemptions are entered. The state is due to complete the updated Enhanced STAR list around April 8<sup>th</sup>. When that is ready we will be able to update our files before sending the tentative roll back up to the county, which is due by April 20<sup>th</sup>.

There could be some changes to the STAR program again this year. We are waiting for the State budget to pass to see if they have made any further changes to the STAR program (Exemption and/or Credit).

I am working on completing any inventory and assessment changes for the 2021 roll. This includes updating any assessments for changes made to properties with or without building permits. We have received our special franchise assessments, telecommunications ceiling and CSX assessments from the state.

As always, if you have any questions or concerns, there is normally someone in the office at all times.

**2. Code Enforcement/Zoning Office Report - March:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that included a list of building permits and certificates of compliance for February 23, 2021 thru March 23, 2021.

**3. Minutes from Zoning Board Meeting from March:** There was no Zoning Board meeting in March.

**4. Minutes from Planning Board Meeting from March 8, 2021:** Minutes from the Planning Board meeting from March 8, 2021 were shared with the board.

**INFORMATION**

**1. Letter from Wayne County Office of the Sheriff:** Sheriff Virts promoted Robert Milby to the position of Administrative Chief Deputy. Mr. Milby has held numerous positions over the past 26 yrs. including Deputy Sheriff, Field Training Officer, Deputy Sheriff Sergeant, Narcotics Task Force Supervisor, Road Patrol Lieutenant, and Criminal Investigations Unit.

**2. COVID Relief Fund:** The Federal Funding that Wayne County is getting appears to be about \$17 Million, and the share to the Town of Palmyra is approximately \$800,000.00, and the Village of Palmyra \$600,000.00. This money is supposed to be used for infrastructure. Discussion ensued, and it was asked if this money could be used to pay down existing debt, or could some be put into savings? The answer to both was no. It was for new projects only, and not yet fully defined.

**AGENDA ITEMS**

**1. Approve: Supervisor to Sign Ongoing Emergency Sheltering Agreement with Red Cross:** Brad Cook made the motion to approve the Supervisor to sign ongoing National Sheltering System Facility Use Agreement with the American Red Cross, to include the following as 24-hour emergency contacts; Town Supervisor, Town Clerk and the Highway Superintendent.

Second: Doug DeRue

Vote: 4 Ayes. Carried

**2. Approve: James J. O'Shea, Esq (Hancock Estabrook, LLP) to sign Stipulation and Order of Settlement regarding Bamberger Wayne Properties, LLC, BW 246, LLC for Index Nos: 2016-79851, 2017-81179, 2018-82852, 2019-84533, and 2020-85975:** Todd Pipitone made the motion to approve James J. O'Shea, Esq (Hancock Estabrook, LLP) to sign Stipulation and Order of Settlement, on behalf of the Town of Palmyra NY, with regards to Bamberger Wayne Properties, LLC, BW 246, LLC Index Nos: 2016-79851, 2017-81179, 2018-82852, 2019-84533, and 2020-85975.

Second: Jim Welch

Vote: 4 Ayes. Carried

**MOTION TO APPROVE CLAIMS AND EXPENDITURES**

Todd Pipitone made the motion to approve claims and expenditures for the month of March 2021, Vouchers #230 thru #347, totaling \$497,639.10.

Second: Doug DeRue                      Vote: 4 Ayes. Carried

**ENTER EXECUTIVE SESSION**

At 7:43 PM, Jim Welch made the motion to enter into executive session to discuss particular personnel. Highway Superintendent Boesel was invited to join them.

Second: Doug DeRue                      Vote: 4 Ayes. Carried

**EXIT EXECUTIVE SESSION**

At 8:50 PM, Doug DeRue made the motion to exit executive session.

Second: Jim Welch                      Vote: 4 Ayes. Carried

**MOTION TO ADJOURN**

At 8:51 PM, Doug DeRue made the motion to adjourn the meeting.

Second: Brad Cook                      Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn  
Town Clerk

**REGULAR TOWN BOARD MEETING**  
**THURSDAY APRIL 22, 2021**  
**7:00 PM – EAST PALMYRA FIRE HALL**