

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
December 28, 2017**

At 7:00 p.m., Deputy Supervisor James Welch called to order the Town Board meeting, scheduled for Thursday, December 28, 2017, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Upon roll call, the following Board members were present:

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

Supervisor Kenneth Miller was absent.

**MTN:
APPROVE
PREVIOUS
TOWN BOARD
MINUTES**

Motion was made by Mike Lambrix to approve the minutes of the Town Board Meeting which took place on Tuesday November 21, 2017.

Second: Brad Cook Vote: 3 Ayes. Carried

ATTENDANCE

Also attending was: Highway Superintendent Mike Boesel.

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 – ABSENT (Councilman Welch reported on behalf of Mr. Miller)

1. Municipal Shelter Inspection Report: A copy of the Municipal Shelter Inspection Report was received from NYS Ag & Markets and was shared with the board. Our shelter services were rated “satisfactory”, and was said to be in “exceptionally good order”.

2. Any changes need to the policies and procedures for 2018: Mr. Welch asked the board if there were any recommendations for changes to the rules of procedure, purchasing or investment policies in 2018. It was decided that the changes made a couple of years ago were sufficient and no further changes were needed in 2018.

3. Update regarding our Fingerlakes Ambulance Agreement: At this time, there were no known changes to our agreement with Fingerlakes Ambulance Service, but it is being worked on.

4. NYMIR Online Training Offered: NYMIR Insurance online training center and information regarding cyber security coverage will be kept in the Town Clerk Office for the board to request at any time.

Human Services: Town Clerk, Archives, and Town Hall Facility - Councilman Bradley Cook

1. Town Clerk’s Report for December:

Report to the Board
Town Clerk Office
December 2017

December was the perfect month to begin preparing all of our year end financials, and also get ready for Town and County tax collection. Legal notices were sent to the newspaper as I already received the warrant and taxes from the county; and contracts and that were previously approved have been sent out awaiting additional signatures where appropriate.

The taxes have been separated and processed, and will be mailed out to home owners and banks on December 29th. However, thanks to a last minute executive order signed by Governor Cuomo, in response to a tax bill approved in Congress, collection has already begun. The Governor only directed an exact change of warrant date for Westchester County in his bill, so Wayne County collectors are forced to try to accept payments before the 31st (Sunday), by pulling bills when taxpayers come to the office and answering when they call on the phone to get the amounts. What a confusing mess, and the IRS may not allow the exemptions of early tax payment after all. I worked on Sunday to enter all the payments, and had to have extra help in the office on December 29th.

Even so, the town clerk’s office has been running smoothly, thanks to Heidi, Julie and Joan! Heidi, as my right hand, helps me orchestrate what needs to be done on a regular basis! She has also continued to pursue past due dog owners, which has not only alerted us to dogs that are no longer

here, but has reminded owners that they need to pay their licensing fees. Julie is not only wonderful with public service, but she has learned the ins and outs of records management, and has kept our records nicely in order, as well as most everything in the office! She's always happy to jump in and help with anything! Joan is my go to girl! She knows everything in the office and is always willing to fill in whenever someone is sick or on vacation, or we are just crazy busy....she keeps us calm!

Through dog licensing in November we sold 78 licenses totaling \$625.00, misc sales, including marriages licenses, hunting/fishing, vital record requests, Bingo proceeds, Zoning, etc – added an additional \$4,074.00. Total check disbursements for the month of November totaled \$4,699.00.

Thank you Heidi, Julie, and Joan (and Brad Cook as our liaison) for making 2017 a fantastic year in the Town Clerk's office!

2. Pre-Tax Legal Notice: This was published and posted, and tax bills will be mailed on December 29th, 2017 (of course this had to be written and published before the Governors bill was even thought of!):

LEGAL NOTICE
TOWN OF PALMYRA
NOTICE OF RECEIPT OF
TAX ROLL AND WARRANT FOR 2018

TAKE NOTICE that I, Irene Unterborn, the undersigned Tax Collector for the Town of Palmyra, County of Wayne and State of New York, have duly received the tax roll and warrant for the collection of Town and County taxes within the Town of Palmyra of the year 2018, and that same can be paid by mail or at the Town Clerk's Office, Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York, 14522, during business hours of 9:00 a.m. through 5:00 p.m. Monday through Friday.

TAKE FURTHER NOTICE that taxes may be paid on or before February 6, 2018 without charge or interest. On all taxes received after such date, there shall be added interest of 1% if paid on or before March 6, 2018, and an additional 2% on or after March 7, 2018. The last day of Town/County tax collection will be March 31, 2018.

TAKE FURTHER NOTICE that Town/County taxes may be paid in two installments, with the first half paid on or before February 6, 2018 without charge or interest. If the second installment is paid between February 7 and March 6, 2018, there shall be added interest of 1% on the remaining amount. If the second installment is paid between March 7 and March 31, 2018, there shall be added interest of 2% on the remaining amount.

FURTHER NOTICE IS GIVEN that there will be a \$20.00 fee for all returned checks.

TAKE FURTHER NOTICE that pursuant to the provisions of law, the tax roll of the Town of Palmyra will be returned to the County Treasurer of the County of Wayne on the first day of April, 2018.

DATED: December 22, 2017

3. Legal Notice for Organizational meeting on Jan. 9th, 2018 at 7 PM:

LEGAL NOTICE
TOWN OF PALMYRA ORGANIZATIONAL MEETING
FOR THE YEAR 2018

NOTICE IS HEREBY GIVEN, that the organizational meeting of the Town Board of the Town of Palmyra will be held on Tuesday, January 9, 2018, at 7:00 p.m. in the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York.

Dated: December 22, 2017

4. Postage Meter: The town clerk reviewed the existing contract with Pitney Bowes, as well as met with other postage meter companies. It was decided to leave our postage meter and contract with Pitney Bowes.

5. Official Election results for the Palmyra Heated Highway Facility: The official results for the Palmyra Heated Highway Proposition that was on the ballot in November 2017 from WC Board of Elections were: YES **917**, NO **406**, and VOID/Blank **41**. “Therefore, it is determined the Town of Palmyra, Proposition number four, Town Proposition Number one is **YES**. “

6. Quote from Sunrise Insulation: The quote from Sunrise Insulation, totaling \$19,025.00, was received and shared with the board. This will include spray foam insulation on all sides of the Town Hall building. In the past couple of years, prices received had ranged from \$19,845.00 to \$44,000.00. (The latest MIG quote was \$19,845.00)

7. Quote from T&C Gutter Company: A quote from T&C Gutter Company totaling \$1,665.00 was also received and will be up for approval later in the evening.

8. NYMIR Cyber Security Guide: The clerk shared with the board a cyber security guide with examples from NYMIR. The complete guide will be kept in the clerk’s office if any of the board members would care to view it in its entirety.

9. NYS Highway Beautification Law: Town clerk shared information regarding NYS FHWA Highway Beautification Law information with the Code Enforcement Officer, and he is now aware of this sign surveillance.

**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 November 21st thru December 28, 2017:

**Highway Superintendent Report
For Town Board Meeting
12/28/17**

Since the 11/21/17 meeting we have completed the following work:

- **Plowing/Sanding** –To date this winter season we have made a total of 33 trips out of the barn.

A comparison to this point of the previous 4 winter seasons is below:

- December 2016 - 30 trips
- December 2015 - 5 trips.
- December 2014 - 22 trips.
- December 2013 - 37 trips.

Other miscellaneous items include:

- **Salt Orders** – So far for the month of December we have ordered 800 tons of salt. To date this winter season we have ordered 800 tons of our 2400 ton allotment, which approximately 33% of our requested allotment.
- **Fleet Maintenance** – Over the past 30 days of snow plowing we have worked the bugs out of much of the truck fleet and we continue with general maintenance on the entire fleet after each plow run. With the Truck Barn project looming in the Spring, we already started to bring in various 'summer'-related pieces of equipment for their annual servicing and maintenance work.
- **Snow Fence** - During the last week of November and first week of December the Village and Town forces worked together installing our snow fence around the Town.
- **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 completed installation of the new shop exhaust system over the past few weeks. Thank you for this much needed shop upgrade!
- **Shop Upgrades** – Tonight's agenda includes approvals for the purchase and installation of a new 1000-gallon propane tank, filling of the propane tank, and new overhead infrared heating system within the existing 2-bay shop. These improvements would be made utilizing the Common Hwy Facility Fund.
- **Truck Barn Project** – Over the past 4 weeks, Councilman Welch, Councilman Cook, Town Attorney Paul Rubery and I have been meeting regularly to review and finalize the Project Scope, Project Budget and Project Contract Documents received from Bluescope Construction. We feel these documents are now ready for your final Town Board approval tonight. We need to provide a clean building site pad by the end of March in order for LeFrois Construction to start on/about April 1st with substantial completion by August 30th, 2018. In the coming weeks we will schedule a Pre-Construction meeting with Bluescope and LeFrois and continue work on the mechanical and electric bid quotes that we need.

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

2. Agreement with Advanced Occupational Services (Drug testing): The new agreement is on the agenda for approval later. There were no changes.

Councilman Welch took a moment to thank Mr. Boesel for all his hard work towards making the heated highway facility project a reality.

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

1. Telephone/ Spectrum update: Councilman Pipitone reported that the Spectrum Contract has been signed and mailed back.

2. Integrated Systems: Mr. Pipitone discussed with the supervisor the needs of the town hall employees and recommends that the town renews a block of 50 service hours for 2018 with Integrated Systems.

Government Operations: Assessor, Youth & Aging, Code Enforcement/ Planning Board, and Justices - Councilman Michael Lambrix

1. Assessor's Office Report for December: Councilman Lambrix asked the board to read the assessor's report, to make note that she is still in need of a member for the Board of Assessment review, and to please call her with any recommendations.

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR'S OFFICE
DECEMBER 20, 2017**

I have been informed by one of my Grievance Board members that he will not be available for the upcoming Grievance hearings in May 2018. We only have three other members at this time. It is very important that we have a fifth member of the board as soon as possible. This will need to be done before April of 2018, as new members must attend training at the county.

Senior STAR exemptions are still being brought into the office each week. I was able to get onto the State's web site for my IVP (income verification program) Enhanced STAR exemptions. All postcards or letters went out on December 1st.

Before the end of the year all the agricultural, senior citizen, low income disability and non-profit exemption forms will be mailed out to be returned before March 1, 2018.

I have been able to do some field work in the last month for building permits that have been issued since March 1, 2017. Any additional field work for permits that are issued prior to March 1, 2018 will be done as time allows.

My new clerk, Scott started on December 4th and has been working out very well. He has learned how to look up information in RPS, knows how to enter Star exemptions, is learning the sketch program and will be learning more exemptions in the coming weeks.

I took my exam for Fundamental of Mass Appraisal on December 1st and received notification that I passed. I only have one more course to complete for my certification. Attached is a copy of my Basic Certification Status. I need to complete the Introduction to Farm Appraisal and I am scheduled to take this last exam on March 9th.

In 2018 after I am certified I will need to start taking courses for my continuing education. I will need to complete 12 credits a year.

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

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 November 16, 2017 through December 22, 2017.

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.

Informational Items

1. Wayne County Office of the Sheriff- Summary by month was shared with the board and is also available on the WC Sheriff website.

Agenda Items

1. Approve: Motion to rescind Decision to Purchase Propane Tank:
Mike Lambrix made the motion to rescind the purchase of a propane tank from the November 21st, 2017 meeting. The cost of the tank did not include installation.

Second: Brad Cook Vote: 3 Ayes. Carried

2. Approve: Items to be paid from Common Highway Facility Account:
Mike Lambrix made the motion to approve the purchase of the following items to be paid from the Common Highway Facility Account, and not to exceed: Shop Propane Tank from Growmark LLC for \$3,200.00, Shop Propane Fill up from Main Energy for \$1,400.00 (800 gallons at \$1.59), and Shop Infrared Heat from RL Powers for \$7,000.00.

Second: Brad Cook Vote: 3 Ayes. Carried

3. Approve: Resolution #26-2017 Authorizing the Town of Palmyra to Transfer Funds from the Common Highway Facilities Reserve, as written:
Mike Lambrix made the motion to approve Resolution #26-2017 as written below.

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

Councilman Lambrix Aye
Councilman Pipitone Aye
Councilman Cook Aye

Vote: 3 Ayes. Carried

RESOLUTION #26-2017 AUTHORIZING THE TOWN OF PALMYRA TO TRANSFER FUNDS FROM THE COMMON HIGHWAY FACILITIES RESERVE

WHEREAS, the Town Board of the Town of Palmyra approved the following quotes for the Palmyra Highway Department located at 131 Kent Street, Palmyra NY 14522, at the Town Board meeting of December 28, 2017, and

WHEREAS, a quote has been received by the Town of Palmyra for the Shop Propane Tank from Growmark LLC, for \$3,200.00, and

WHEREAS, a quote has been received by the Town of Palmyra for the Shop Propane Fill up from Main Energy for \$1,400.00, and

WHEREAS, a quote has been received by the Town of Palmyra for Shop Infrared Heat from RL Powers for \$7,000.00, and

WHEREAS, the previously approved roof project with Elmer Davis, requires additional plywood beyond original scope of work for \$1,920.00, and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Palmyra authorizes the transfer of funds in the amount of \$13,520.00 from the Common Highway Facilities Reserve Account to the General Fund.

BE IT FURTHER RESOLVED, that the use of the funds is for upgrades of the Highway department as described above.

By ORDER OF THE TOWN BOARD
Dated: December 28, 2017

4. Approve: Resolution #27-2017 - Authorize Budgetary Journal Entries to close the 2017 Fiscal Year: Todd Pipitone made the motion to approve the Town Bookkeeper to make any necessary adjusting and budgetary journal entries in closing the 2017 fiscal year, as written.

Second: Mike Lambrix Vote: 3 Ayes. Carried

**RESOLUTION #27-2017
AUTHORIZE BUDGETARY ADJUSTMENTS
TO CLOSE 2017 FISCAL YEAR
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 any necessary budgetary journal entries in closing the 2017 fiscal year.

Adopted this 28th day of December, 2017, at the meeting of the Palmyra Town Board.

BY ORDER OF THE PALMYRA TOWN BOARD

5. Approve: Quote from T&C Gutter Company for the Town Hall: Brad Cook made the motion to approve the quote from T&C Gutter Company not to exceed \$1,665.00, to include 6" commercial gutter and downspouts on Town Hall, and 5' gutter and downspouts on kennel.

Second: Mike Lambrix Vote: 3 Ayes. Carried

6. Approve: Quote from Sunrise Insulation for Town Hall: Brad Cook made the motion to approve the quote from Sunrise Insulation not to exceed \$19,025.00, to include the application if 2” of 2 lb, closed cell spray insulation at R14 roof decks.

Second: Mike Lambrix Vote: 3 Ayes. Carried

This project is scheduled for January, as weather permits.

7. Approve: Date for Organizational Meeting and Swearing in Ceremony: Todd Pipitone made the motion to approve January 9th, 2018, for the Town of Palmyra Organizational meeting at 7:00 PM, at the Palmyra Town Hall

Second: Mike Lambrix Vote: 3 Ayes. Carried

8. Approve: Agreement with Advanced Occupational Services: Jim Welch made the motion to approve 2018 annual agreement with Advanced Occupational Services, for drug and alcohol testing, not to exceed \$120.00.

Second: Brad Cook Vote: 3 Ayes. Carried

At the next meeting, there will be discussion regarding any policy changes that may be needed.

9. Approve: Budget adjustments for 2017: Todd Pipitone made the motion to approve the following Budget Adjustments for the General Fund, DA Highway Fund, DB Highway Fund, and Part Town Fund for 2017:

Mike Lambrix seconded, and a roll call vote was requested.

Councilman Lambrix Aye
Councilman Pipitone Aye
Councilman Cook Aye

Vote: 3 Ayes. Carried

Town of Palmyra			
General Fund - Budget Adjustments			
December 28, 2017			
ACCOUNT#	ACCOUNT TITLE	INCREASE	DECREASE
12204.01.000.00	Supervisor - Contractual Exp	826.54	
19904.01.000.00	Contingency Account		(826.54)
14204.01.000.00	Attorney - Contractual Exp	13,653.57	
19904.01.000.00	Contingency Account		(150.29)
909.01.000.00	Fund Balance		(13,503.28)
16204.01.000.00	Buildings - Contractual Exp	1,465.15	
16204.01.000.11	Buildings - Contractual Exp/Cleaning	1,163.70	
16204.01.000.12	Buildings - Contractual Exp/Phone & Cable	259.12	
16204.01.000.10	Buildings - Cont Exp/Gas & Electric		(1,866.93)
16804.01.000.00	Data Processing - Contractual Exp		(1,021.04)
39894.01.000.00	Other Public Safety - Contractual Exp	500.00	
16804.01.000.00	Data Processing - Contractual Exp		(500.00)
50102.01.000.00	Supt of Highway - Equipment	1,628.70	
50104.01.000.00	Supt of Highway - Contractual Exp	12.02	
50101.01.000.03	Supt of Hwy - Pers Svcs/Clerk/PT		(1,640.72)
51324.01.000.15	Garage - Cont Exp/Clothing & Uniform	358.64	
51324.01.000.00	Garage - Contractual Exp		(358.64)
81604.01.000.00	Refuse/Garbage - Landfill Cont Exp	6.90	
90108.01.000.00	State Retirement	1,269.75	
90608.01.000.00	Medical & Dental Insurance		(1,276.65)
	TOTAL BUDGET ADJUSTMENTS:	21,144.09	(21,144.09)

Town of Palmyra			
DA Highway Fund - Budget Adjustments			
December 28, 2017			
ACCOUNT#	ACCOUNT TITLE	INCREASE	DECREASE
90558.03.000.00	Disability Insurance	16.12	
90608.03.000.00	Medical & Dental Insurance	2,774.81	
90108.03.000.00	State Retirement		(2,790.93)
	TOTAL BUDGET ADJUSTMENTS:	2,790.93	(2,790.93)

Town of Palmyra			
DB Highway Fund - Budget Adjustments			
December 28, 2017			
<i>ACCOUNT#</i>	<i>ACCOUNT TITLE</i>	<i>INCREASE</i>	<i>DECREASE</i>
90558.04.000.00	Disability Insurance	16.12	
90608.04.000.00	Medical & Dental Insurance	3,507.98	
51104.04.000.00	General Repairs - Contractual Exp		(1,940.98)
90108.04.000.00	State Retirement		(1,083.12)
90898.04.000.25	Other Employee Benefits		(500.00)
	TOTAL BUDGET ADJUSTMENTS:	3,524.10	(3,524.10)

Town of Palmyra			
Part Town Fund - Budget Adjustments			
December 28, 2017			
<i>ACCOUNT#</i>	<i>ACCOUNT TITLE</i>	<i>INCREASE</i>	<i>DECREASE</i>
14204.02.000.00	Attorney Contractual Exp	342.51	
19904.02.000.00	Contingency Account		(342.51)
51824.02.000.00	Street Lighting - Contractual Exp	935.33	
80154.02.000.14	CEO - Contractual Exp/Office Supplies	16.47	
80154.02.000.18	CEO - Cont Exp/Postage	24.58	
19904.02.000.00	Contingency Account		(976.38)
90108.02.000.00	State Retirement	1,915.50	
19904.02.000.00	Contingency Account		(1,915.50)
	TOTAL BUDGET ADJUSTMENTS:	3,234.39	(3,234.39)

10. Approve: Contract with DBIA & Blue Scope: Brad Cook made the motion to approve the execution of DBIA Document #525, DBIA Document #535, and the Blue Scope Proposal, all dated 12/28/2017, not to exceed \$538,971.00.

Mike Lambrix seconded, and a roll call vote was requested.

Councilman Lambrix Aye
 Councilman Pipitone Aye
 Councilman Cook Aye

Vote: 3 Ayes. Carried

Motion to approve claims and expenditures: Mike Lambrix made the motion to approve claims and expenditures for December 2017, Vouchers #7519 thru #7644, totaling \$144,773.62.

Second: Todd Pipitone Vote: 3 Ayes. Carried

Motion to Adjourn: At 7:31 PM Mike Lambrix made the motion to adjourn the meeting.

Second: Todd Pipitone Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

2018 Organizational MEETING
TUESDAY January 9, 2018
7:00 PM – PALMYRA TOWN HALL

PALMYRA TOWN BOARD MEETING
THURSDAY January 25, 2018
7:00 PM – PALMYRA TOWN HALL