

**REGULAR MEETING OF THE TOWN BOARD
EAST PALMYRA FIRE DEPARTMENT
April 28, 2022**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, April 28, 2022, at the East Palmyra Fire Department, 2145 Tellier Rd, Palmyra, New York.

Supervisor Miller 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
Todd Pipitone, Councilman
Brad Cook, Councilman
Doug DeRue, Councilman

Motion was made by Todd Pipitone to approve the minutes of the Regular Town Board meeting which took place on March 24, 2022, and the Special Board Meeting of March 31, 2022.

Second: Brad Cook Vote: 4 Ayes. Carried

Supervisor Miller took a moment to thank John Rush for always opening up the fire department for our meetings, and being sure that it is warmed up for us!

ATTENDANCE

Also in attendance: John Rush, Joan Knapp, Casey Carpenter (Times), Chuck & Julie Hartman, Lyle Caward, Angelo Mascioli, Jeanne Garlock, Don Wilkins, and Highway Superintendent Mike Boesel.

HEARING

There was no official hearing this evening.

GUEST SPEAKER

Mike Catalano, our representative from the Wayne County EMS Advisory board, was unable to attend.

COMMUNICATIONS RECEIVED

There were no additional communications received from the public for the board members prior to the meeting, except for one from Ginna received by Supervisor Miller regarding siren testing.

PUBLIC INPUT

Resident, Angelo Mascioli, asked to address the board regarding the Assessor's office. Mr. Mascioli felt that it was very difficult to be able to speak to the assessor, and when he did, that her mind was already made up. He did not understand how that office could only be open when the secretary was in, and stated the assessor only works part time.

Discussion ensued, and finally he stated that he did not like being spoken down to, and that she takes nothing that you say into consideration.

The Supervisor said they noted his comments, and there has and will be discussion with the Assessor.

NOTE:

The following statement is now to 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 it is 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. Old Palmyra Landfill: Supervisor Miller reported that though he did have a phone call with the DEC, he was still waiting a final letter from all parties.

2. Marquart Trailer Park: Though we know that they will be moving forward, there was no new report on the Marquart Trailer Park sewer project.

3. Out of District Sewer User Contract: There will be a contract between the Town and out of district sewer user and the owners of 1096 Canandaigua Rd that will need approval this evening. There was already a necessary easement granted by their neighbor.

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

1. Town Clerk Report for April: The April report will be combined with May as the Town Clerk just returned from the annual Town Clerk Conference and training which took place in Albany.

2. Building Update: AirQuip Heating and Cooling was in on 4/21/2022, to do the AC service and cleaning on all the units. This is part of our agreement and they just come automatically. I did request a phone call in the future before they come out. They came back a second day to replace a part on the back unit that was not moving. Councilman Cook also reported the dead tree at the town hall will be removed shortly.

3. E-scrap: Though the town was unable to make E-Scraping a public event (the company could not handle that much scrap), there were still 1,413 pounds of scrap collected from the town and village offices to benefit Camp Good Day and Special Times.

4. Shred Event: Community Bank and the Pal-Mac Lions Club hosted a paper shred event on April 23rd, 2022, here at the Palmyra Town Hall from 9 AM until noon. The public was welcome to bring up to 5 banker boxes (per car) of documents to be shred at no charge. Over 75 cars showed up with documents to shred!

5. Annual Financial Report: The following legal notice has been posted, and the completed 2021 Annual Financial Report is available for review in the Town Clerk's office.

**LEGAL NOTICE
TOWN OF PALMYRA ANNUAL FINANCIAL REPORT
FISCAL YEAR 2021**

NOTICE IS HEREBY GIVEN, that the 2021 Annual Financial Report for the Town of Palmyra has been filed with the Office of the State Comptroller and with the Palmyra Town Clerk.

Said report is available for viewing by any interested party at the Town Clerk's office, 1180 Canandaigua Road, Palmyra, during regular business hours: 9 a.m. to 5 p.m., Monday through Friday.

Dated: March 31, 2022

Irene E. Unterborn
Palmyra Town Clerk

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

1. Highway Superintendent Report for April:

**HIGHWAY SUPERINTENDENT REPORT
FORTOWN BOARD MEETING
04/28/22**

Since the 3/24/22 meeting we have completed the following work:

- **Plowing/Sanding** – We made 6 trips since the March meeting with no trips in April. To date this winter season, we have made a total of 92 trips out of the barn. A comparison to this point of the past 5 winter seasons is below:

○ April 2021 - 71 trips.	April 2021 – 88.5 trips.
○ April 2019 - 114 trips.	
○ April 2018 – 109 trips.	April 2017 – 90 trips.

Other miscellaneous items include:

- **Salt Orders** – We ordered an additional 200 tons of salt for in late March. For the winter season we have now ordered 2208 tons of our 2600-ton allotment, or approximately 92% of our allotment. The salt barn is currently at 2/3 capacity, and the mix barn is nearly empty.
- **CHIPs/PAVE/EWR/POP Funding** – With the passage of the 22-23 NYS Budget NYS municipalities will be receiving new record transportation funding with the addition of another program, Pothole Money. Our four funding streams will now be the following: CHIPs \$152K; PAVE-NY \$40K;

WR Funding \$34K; and 'Pothole' POP Funding is \$26K I will get official tallies in the mail from NYS DOT very soon.

- **Inspections:**
 - Fire Extinguishers – all Hwy Dept fire extinguishers are scheduled for inspection on 5/23/22 by P.A.T.I.
 - Vehicle Inspections – most Hwy Dept vehicles have received annual inspections thru April 2022.
 - Lift Inspection – our shop hoist has been out of service since 4/1/16.
 - Chainfall Inspection – our annual chainfall inspections will be completed by NY Crane soon.
 - Lifting Chains - all our lifting chains are schedule for inspection by Cook Iron next week.
 - Oil/Water Separator – schedule for cleanout next Tuesday 5/3/22 by NOCO.

- **Training/Personnel** – Our Annual Highway School – Ithaca College – June 6-8th will be in-person this year.

- **Winter Equipment and Yard Cleanups** – Most of our winter equipment was put away throughout this week. Over the past 30 days, we had completed snow fence removal, road sweeping, most of our snowplow damage, and cleaned up around the Hwy property for the Auction.

- **Truck Barn Heat Project** – MicroClimate and Schiller Corp reps started installation of our new waste oil boiler system and in-floor heat the first week of April. Tanner Fox recently completed in electric work. The project is near completion but we are currently awaiting some chimney flue parts. Attached are 2 pictures of their work.

- **Office Boiler Heat** – We have been experiencing ongoing issues with the fuel-oil boiler system in the Office space. We continue to get water in the fuel-oil and I'm suspecting a problem with the underground tank.

- **Palmyra Municipal Auction** – Our 36th Annual event is scheduled for Saturday May 14, 2022. We will continue with a 'live' auction with masks optional. Many municipalities are having trouble receiving new equipment; thus they continue to hold-on to current equipment. We are experiencing this same issue.

- **Surplus Equipment** – For the upcoming Auction, we have the following surplus equipment list: 8' Western Snow Plow, 2020 Kubota Zero-Turn Mower, 2013 Tilt-Deck Trailer (to be sold to the Village)

- **Village Budget** – The Village held a Public Hearing on Monday April 4th. The new Tax Rate is \$12.20, which is still under the Tax Cap.

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



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

Supervisor Miller stated that he did not have time to reach out to the new owners of the Vienna Street Apartments before he was away, therefore there was nothing new to report.

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

1. Assessors report for April: The assessor's report includes the January thru April reports.

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR'S OFFICE
APRIL 27, 2022**

We have been very busy over the last couple of months. In February getting all the changes that needed to be done for the preliminary assessments, as well as folding/stuffing and mailing notices out the beginning of March. This does not include our normal processes. Exemptions are all due by March 1st and reminder post cards are usually sent out to our seniors that have not been in by mid-February. About a week later we try to call the seniors who still have not been in.

As you know or may have heard March was extremely busy! After notices went out and people started calling for appointments. Julie did a great job of going thru and getting back to people, setting up appointments as well as pulling files for those appointments. I helped her as much as I could when I was not in an appointment. We did all our appointments by phone. I think this worked out quite well. Especially for those that work – they could take off the 15 minutes for the phone call and not have to leave work. We emailed comps out as soon as we could. We had issues with the emails the 1st week, but most of them got to the taxpayer (some went straight to people's junk email).

I have been thru all the emailed and phone requests for review and new notices for those individuals go out this week. We got our backup to the County by April 20th so they could get the 2022 tentative assessment roll prepared. We will receive a printed copy for our office and a digital copy (on CD) to be filed at the Town Clerk's Office. As May 1st is on a Sunday this year the digital copy will be filed with the Town Clerk on April 29th.

The 2022 Tentative roll will also be available on the County's web site. There will be a link on the Palmyra site as soon as I know that the 2022 tentative roll is available.

An email notice will be sent out in the day or so, to the Board of Assessment Review reminding them of grievance day. They will need to choose an alternative day for grievance hearings in case it is needed as well as electing a chairman. We will inform them that I will be sitting with the roll-on Tuesday evening - May 3rd from 6-8. If they would like to stop in, I will give them sale information from the last few years and give them a chance to ask me any questions that they may have regarding their duties on grievance day

As always, if you have any questions or concerns, please let me know.

Councilman Pipitone stated that based on the feedback lately, the format used this year may not be used in the future for assessments. The board wished to thank the Secretary to the Assessor for doing a great job pulling the necessary files and getting back to the public.

2. CEO Report for April: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates of compliance for March 22, 2022 thru April 26, 2022.

- There will be approval for lawn cutting per Chapter 605 Property Maintenance Code later this evening.
- Don Wilkins is willing to serve on Zoning Board...so there will be approval later.

3. Continued discussion regarding Zoning/Planning and Board of Assessment Review payments for attending training: It was noted that at the last meeting, the decision made regarding payment to the boards for training was a bit "flip flopped". It meant the board (BAR) with 2 hours training would receive \$150.00 total, and that the boards with 4 hours training would receive a total of \$40.00. There should be a final decision made tonight as there are 6 board members up for training in May! Discussion ensued. The point that people needed to take off of work, the number of hours that it was necessary to train for each board position, and that it is now difficult to find people to serve the public were also sited as reasons to pay more per hour for training.

The board decided to vote on their decisions at this time:

Approve: Reversal of Decision: Todd Pipitone made the motion to rescind the decision made on March 31, 2022, regarding payment to the board members for training.

Second: Doug DeRue Vote: 4 Ayes. Carried

Approve: Payment per hour for training for BAR, Planning, and Zoning Board Members: Todd Pipitone made the motion to pay the BAR, Planning, and Zoning Board Members, \$45.00 per hour of necessary training, plus any mileage when appropriate. Doug DeRue seconded, and Supervisor Miller called for a roll call vote.

Councilman Welch	AYE
Councilman Pipitone	AYE
Councilman Cook	AYE
Councilman DeRue	NAY

Vote: 3 Ayes. 1 Nay. Carried

Councilman Cook asked that these decisions (meeting and training costs) be noted for the 2023 Budget process. Supervisor Miller will be reaching out to other towns to see what they make, and the board will revisit pay for the board members for next year, and perhaps come up with a per hour rate for each meeting.

4. Minutes from Zoning Board Meeting from April: There was no Zoning Board meeting in April 2022.

5. Minutes from Planning Board Meeting from April 11, 2022: Minutes from the Planning Board meeting from April 11, 2022 were shared with the board.

INFORMATION

1. Low-Income Household Water Assistance Program: Office of Temporary and Disability Assistance announced the Low-Income Household Water Assistance Program. This program can assist households who have past due bills for drinking water and/or wastewater services. For questions call 1-855-233-8363.

AGENDA ITEMS

1. Approve: Auction Contract with Teitsworth: Jim Welch made the motion to approve Highway Superintendent Boesel to sign highway auction contract between the Town of Palmyra and Teitsworth Auctions (RTI Auctions), which will take place on May 14th, 2022.

Second: Brad Cook Vote: 4 Ayes. Carried

2. Approve: Bid received from Frederick's Lawn & Landscape for Lawn Cutting: Todd Pipitone made the motion to approve the bid received from Frederick's Lawn & Landscape for Lawn Cutting of properties in violation of Chapter 605 in the Town of Palmyra. The fee would be \$150.00 for lawns under twelve inches high, and \$200.00 for lawns over twelve inches high.

Second: Brad Cook Vote: 4 Ayes. Carried

3. Approve: Don Wilkins to serve on the Town Zoning Board: Todd Pipitone made the motion to approve Don Wilkins to serve on the Palmyra Town Zoning Board beginning immediately, with term ending December 31, 2024.

Second: Brad Cook Vote: 4 Ayes. Carried

4. Approve: Out of District Sewer Use Contract: Todd Pipitone made the motion to approve the Supervisor to sign the out of district sewer use contract between the Town of Palmyra and Thomas and Carol Hulbert, with the address of 1096 Canandaigua Rd, Palmyra NY.

Second: Doug DeRue Vote: 4 Ayes. Carried

MOTION TO APPROVE CLAIMS AND EXPENDITURES

Todd Pipione made the motion to approve claims and expenditures April 2022 – Vouchers #2022-396 thru #2022-517 totaling \$109,727.98.

Second: Jim Welch Vote: 4 Ayes. Carried

MOTION TO ENTER INTO EXECUTIVE SESSION

At 7:33 PM, Doug DeRue made the motion to enter into executive session to discuss matters of particular personnel.

Second: Jim Welch Vote: 4 Ayes. Carried

MOTION TO EXIT OUT OF EXECUTIVE SESSION

At 7:52 PM, Todd Pipitone made the motion to exit executive session.

Second: Doug DeRue Vote: 4 Ayes. Carried

MOTION TO ADJOURN

At 7:53 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Doug DeRue Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

Regular Town Board Meeting
Thursday May 26, 2022
7:00 PM - Palmyra Town Hall