

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
January 24, 2019**

At 7:02 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, January 24, 2019, at the Palmyra Town Hall, 1180 Canandaigua 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
Michael Lambrix, Councilman

Councilmen Todd Pipitone and Bradley Cook were absent at the beginning of the meeting, however, Councilman Pipitone did arrive at 7:20 PM.

Motion was made by Jim Welch to approve the minutes of the regular Town Board meeting which took place on December 27, 2018.

Second: Mike Lambrix Vote: 3 Ayes. Carried

At 7:21 PM, a motion was made by Todd Pipitone to approve the minutes of the Organizational Meeting which took place on January 8, 2019.

Second: Jim Welch Vote: 3 Ayes. Carried

Councilman Lambrix abstained as he was not in attendance that evening.

ATTENDANCE

Also attending was: EMS Representative Mike Catalano, Marc Carrier, Katherine Paddock, Madison Dillon, Jacqueline Furfaro, Highway Superintendent Mike Boesel, Kala Osmen, Danika Ritz, Casey Carpenter (WC Times), Brennan Pipitone, and Robert Kelsch (Sun& Record).

HEARING

There was no official hearing this evening.

COMMUNICATIONS

There were no communications this evening.

PUBLIC INPUT

There was no public input at this time.

REPORTS OF STANDING COMMITTEES

Supervision: Animal Control, Human Resources, Historian, and Finance - Supervisor Ken Miller

1. Land purchase behind Town Hall: The purchase of the land behind the town hall is now in the hands of the Palmyra Planning Board. It was found necessary to subdivide the land, which should be completed within two of their meetings.

2. Closing of Palmer Rd: The discontinuance of Palmer Rd. will remain tabled once again, but there are offers from Dolomite of \$5,000.00 in sand, all legal fees paid, and appropriate barricades provided once it is complete. There will be notices put in the paper to alert the public once it is approved and all emergency agencies will be notified once again.

3. WC Multi-Jurisdictional Hazardous Materials Response Annex: There is a New Wayne County Multi-Jurisdictional Hazardous Materials Response Annex, that will replace the ESF 10 Oil and Hazardous Materials response annex dated 5/2012. **(ATTACHMENT A)**

4. Water Inspection Report: A Water Inspection Report for the system serving the Pal-Mac-Walworth Consolidated Water System was received from NYS Department of Health, and the full report will be **ATTACHMENT B.**

5. Opting out of NYS RPTL Section 487: A Local Law for opting out of RPTL Section 487 Exemption for Certain Energy Systems is being researched on behalf of the town. Supervisor Miller will speak with legal to better understand our options. There are interested solar parties in Palmyra, and at this time this law would only affect commercial solar interests.

6. Collateral agreement with Canandaigua National Bank: The Supervisor will be asking for approval this evening to sign a new Collateral Agreement with Canandaigua National Bank.

7. Wayne County Treasurer and Rules Regarding the Re-levying of certain charges on Taxes: New County Treasurer, Patrick Schmitt, sent a letter to the board explaining the rules on re-levying taxes as there has been some controversy at the county level regarding these re-levies. This will particularly effect the options that code enforcement has in charging home owners for non-payment of some violations. **(ATTACHMENT C)**

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

1. Town Clerk’s Report for January 2019 and Reconciliation Memo:

TOWN CLERK OFFICE REPORT TO THE BOARD
JANUARY 2019

All four Petty Cash drawers were balanced to the penny and the memo is included with this monthly report. I balanced clerk’s checkbook, tax accounts, and all year end bank statements. The comptroller recommended audit check lists were distributed to the board members at the last meeting to be used for the audits of each department. These will be reported on at the regular February board meeting.

Through dog licensing in December, we sold 68 licenses totaling \$554.00, misc sales - marriage licenses; hunting/fishing, vital record requests, code enforcement, etc- added an additional \$1,820.88. Total check disbursements for the month of December were \$2374.88.

December was a slower month, as per usual with the holiday season.....but that is a good thing as we are always finalizing year end reports and gearing up for town & county tax collection.....which is what we now are focused on in January. So far, we have collected \$1,190,314.06 of the \$5,084,153.96 tax warrant. We will expect an additional ½ of the warrant to be paid just next week by the mortgage companies, before month end!



MEMO TO: Palmyra Town Board
FROM: Irene Unterborn, Town Clerk/Tax Collector
DATE: January 18, 2019
RE: Reconciling of Town Clerk Funds

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As per request of the Town Board, the following collection drawers (cash used for change, etc) were reconciled on January 18, 2019:

Town Clerk drawer currently has \$100.00 (is also reconciled daily at closing)

Water Collection drawer currently has \$100.00 (is also reconciled at least twice weekly, before deposits)

Tax Collection drawer currently has \$100.00 (is also reconciled daily during both School and Town/County tax collection)

Petty Cash Fund also has \$200.00 allocated. This money is locked in a drawer at the office, and used only when incidental cash purchases have been made (such as postage when sending something by certified mail or Thruway tolls to and from an approved seminar, etc.). Each paper receipt is kept when cash is dispensed. A voucher is prepared twice a year—or more often—if cash gets low. This voucher itemizes all receipts and what department is to be charged for the cost.

On January 18, the Petty Cash drawer contained \$133.95 in cash, and \$66.05 in receipts, equaling the \$200.00 allocated for the **Petty Cash Fund**.

2. Building Update: Betlem Heating and Cooling were called out on MLK Day during our below zero weather as parts of the building were not heating properly. It all seems to be working now. Councilman Cook asked the Town Clerk to report to the board that he has one bid to install locks on the interior glass doors, and is expecting another shortly. Mr. Bob Grier has also agreed to do odd jobs as needed around the town hall.

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

1. Highway Report:

**Highway Superintendent Report
For Town Board Meeting
January 24, 2019**

Since the 12/27/18 meeting we have completed the following work:

- **Plowing/Sanding –To date this winter season we have made a total of 60 trips out of the barn.**

A comparison to this point of the past 5 winter seasons is below:

- January 2018 - 69 trips.
- January 2017 - 46 trips.
- January 2016 - 23 trips.
- January 2015 - 54 trips.
- January 2014 - 60 trips.

Other miscellaneous items include:

- **Salt Orders** – So far for the month of January we have ordered 1000 tons of salt. For the winter season we have ordered 1200 tons of our 2600-ton allotment, or approximately 46% of our allotment.
- **Advocacy Day** - CHIPs funding – The Governor’s proposed budget has been released and AIM Funding and CHIPs funding are proposed to be cut. Our

annual Advocacy Day in Albany is coming up on Wednesday March 6th. Last year we received money in 3 programs, PAVE-NY, Extreme Winter Recovery (EWR), and CHIPs. The last 2 years we advocated for and received an additional \$65M over the Governors initially proposed budgets which was the EWR money. However, this year the Governor proposes to take back the \$65M from EWR bringing us back to 2016-17 transportation funding levels. Also, this is the last of a 5-year PAVE-NY program. Thus, we are going to be asking for an increase to the CHIPs base funding, reinstatement of the \$65M EWR program, and development of a new 5-year Transportation Plan which would include and continue the PAVE-NY and BRIDGE-NY programs. At the moment, there are over a dozen active and retired Highway Superintendents from Wayne County planning to attend again this year.

- **Winter Storm Harper** – We have been extremely busy for the last week due to this winter storm. From Fri. 1/18 thru today 1/24 we made a total of 20 trips over a 6 day period.
- **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. The new Truck Barn has been great for keeping up with this work! Thank you! We hope to soon start to bring in various 'summer'-related pieces of equipment for their annual servicing and maintenance work.
- **Personnel** – Last month, Village Employee Ron Terwilliger unexpectedly passed away. Since that time the Village hired internally, bringing seasonal employee Doug Synesael into full-time employment. The Village continues to look for a replacement of the winter seasonal position.
- **Palmyra Municipal Auction** – The date has been set for Saturday May 11, 2019. I hope to have the Auction Contract on the February or March agenda for approval.
- **Village Budget** – Its budget season in the Village and I have my first budget meeting coming up soon.

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

Discussion ensued regarding the Governors proposed plan to cut portions of AIM and CHIPS Funding. If this plan is approved, the town will begin the year \$55,000 in the red with just the loss of just the AIM money. The village will be able to plan a little better for this potential decrease in funds as their budget year begins in June. Councilman Welch wished to thank the highway department for all their hard work during this past storm.

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

1. Fire Insurance: Councilman Pipitone reported that the Village has not yet received an invoice for the new fire insurance required, but will share with us the costs as soon as it is available.

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

- 1. Assessor's Office Report for January:** The assessor will provide a combined report for January and February at the next board meeting, as the assessor's office has been very busy with the update and exemptions.
- 2. Code Enforcement/Zoning Office Report- January:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that included a list of building permits and certificates of compliance for December 21, 2018 thru January 22, 2019. Councilman Lambrix invited all to read it at their leisure.
- 3. Minutes from Zoning Board Meeting for January:** There was no Zoning Board Meeting in January.
- 4. Minutes from Planning Board Meeting for January:** There was no Planning Board Meeting in January.
- 5. Terry Rodman, Continuing Judicial Education:** The Town received a Certificate of Completion for Continuing Judicial Education Program for the Hon. Terry Rodman. **(ATTACHMENT D)**

INFORMATION

- 1. Mike Catalano- EMS Advisory Report:** Mr. Catalano mentioned that he has a finalized copy of the Finger Lakes Ambulance Agreement that he and Supervisor Miller had been working on, and Mr. Miller will provide it at the next regular board meeting. Mr. Catalano also commented that their response times have gotten better than the last time he reported, and is now approximately 10 minutes. Finally, he announced that he was re-elected as chair for the EMS Advisory Board once again this year.
- 2. Thank you from Mercy Flight:** The town received a thank you letter from Mercy Flight for the donation of \$500.00
- 3. New LDS Church Distribution Center:** There is a new LDS Church Distribution Center on East Main St Palmyra. An invitation for all to visit was shared with the board.
- 4. Erie Canal Boating season shortened by Two Months:** The Erie Canal boating season has been shortened by two months, and feedback is requested from local "decision makers", with the hopes that they will contact those in Albany that made this decision to express concern for local merchants and museums.

5. Homeland Security and Emergency Services: The Town Clerk and Supervisor attended a local class given by Homeland Security and Emergency Services on January 23rd. There is a *Continuity of Operations Planning* meeting on March 14 & 15, 2019, which the board was asked to attend, if possible. The town clerk is unable to attend in March, but will take that class as well when it is offered remotely in the future. Supervisor Miller and the Town Clerk hope to work on a fundamental plan for an alternative town hall in case of emergency.

AGENDA ITEMS

1. Approve: Approve Supervisor to sign agreement with Dolomite, with approval from the Town Attorney: As decided earlier in the meeting, this matter will remain tabled.

2. Approve: Supervisor to sign Collateral Agreement: Jim Welch made the motion to allow the Supervisor to sign the Collateral agreement with Canandaigua National Bank.

Todd Pipitone seconded the motion, and a roll call vote was requested.

Councilman Lambrich	Aye	
Councilman Welch	Aye	
Councilman Pipitone	Aye	
Councilman Cook	Absent	
Supervisor Miller	Aye	Vote: 4 Ayes. Carried

3. Approve: Supervisor to Sign Contract with Converse & Morell: Todd Pipitone made the motion to allow supervisor to sign a contract with John Morell and Christopher VanKirk to allow them to continue as Attorneys for the Town of Palmyra. Christopher VanKirk will replace Marc Williams as he is no longer employed at 'Converse & Morell Attorneys at Law'.

Mike Lambrich seconded the motion, and a roll call vote was requested.

Councilman Lambrich	Aye	
Councilman Welch	Aye	
Councilman Pipitone	Aye	
Councilman Cook	Absent	
Supervisor Miller	Aye	Vote: 4 Ayes. Carried

4. Approve: Motion to Authorize John Morell and Christopher VanKirk, in their capacity as Town Attorneys: Todd Pipitone made the motion to authorize John Morell and Christopher VanKirk, in their capacity as Town Attorneys, to continue to commence and prosecute any action or special proceeding to enforce the Zoning Local Law of the Town of Palmyra, Wayne County, New York or any other zoning laws and regulations of the Town of Palmyra.

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

Councilman Lambrix	Aye	
Councilman Welch	Aye	
Councilman Pipitone	Aye	
Councilman Cook	Absent	
Supervisor Miller	Aye	Vote: 4 Ayes. Carried

Motion to approve claims and expenditures: Todd Pipitone made the motion to approve claims and expenditures for the month of January 2019, Vouchers #1 thru #126, totaling \$166,702.19.

Second: Mike Lambrix Vote: 3 Ayes. Carried

Adjourn Meeting: At 7:26 PM PM, Mike Lambrix made the motion to adjourn the meeting.

Second: Todd Pipitone Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

ATTACHMENT A MEMO-HAZARDOUS MATERIALS RESPONSE ANNEX

ATTACHMENT B DOH CONSOLIDATED WATER REPORT

ATTACHMENT C LETTER FROM WC TREASURER – RELEVY OF UNPAID FEES ON TAX BILLS

ATTACHMENT D CERTIFICATE OF COMPLETION CONTINUING JUDICIAL EDUCATION FOR THE HON. TERRY C. RODMAN

Regular Town Board Meeting - Thursday February 28, 2019
7:00 PM - Palmyra Town Hall