

**REGULAR MEETING OF THE TOWN BOARD  
PALMYRA TOWN HALL  
January 25, 2024**

At 7:00 p.m., Supervisor Gary Rose called to order the regular Town Board meeting, scheduled for Thursday, January 25, 2024, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

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

Upon roll call, the following Board members were present:

Gary Rose, Supervisor  
James Welch, Councilman  
Douglas DeRue, Councilman  
Brad Cook, Councilman  
Todd Pipitone, Councilman

Motion was made by Todd Pipitone to approve the minutes of the Town Board meeting which took place on December 28<sup>th</sup>, 2023, as well as the Organizational Meeting that took place on January 2<sup>nd</sup>, 2024.

Second: Jim Welch          Vote: 4 Ayes. Carried

**ATTENDANCE**

Also in attendance: Chuck & Julie Hartman, Michelle Rose, Don Wilkins, Casey Carpenter (Times of Wayne County), Bookkeeper Petra Anderson, Steve Yoniak, David Pinkney, 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.

***At this time, Supervisor Rose requested a moment of silence in honor of Dan DeWolf who gave his life in service of the Fairville Fire Department, where he had been a member for over 30 years.***

#### **COMMUNICATIONS RECEIVED**

None for this evening.

#### **PUBLIC INPUT**

None for this evening.

#### **Board Note - the following will now appear on all 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, Human Resources, Justices, and Finance:**

**- Supervisor Gary Rose**

**1. “Broker of Record for Medical Insurance”:** Supervisor Rose asked the board if there were any questions regarding changing the *Broker of Record for Medical Insurance* which was on agenda for approval later in the evening. Bookkeeper, Petra Anderson was in attendance, along with Steve Yaniak, Vice President of Employees Benefits, to answer any questions they may have had. There were none.

**2. Municipal Shelter Inspection Report:** The NYS Animal Health Inspector visited our shelter on January 18<sup>th</sup>, 2024. Congratulations to Tracy Brown for passing not only the shelter inspection, but the Dog Control Officer Inspection as well.

**3. Landfill Update:** Mr. Rose spoke with the LaBella engineers earlier that day and was informed that the DEC will have their report on time. The town will be given an update on progress, as well as the next steps necessary, most likely in February.

**4. Maple Avenue Debris Pickup:** At this time, no final decisions have been made as the village does not appear to be keen on having Village employees working on the Maple Ave. debris removal. Supervisor Rose asked that the board members give this more thought so that it can be discussed at the February board meeting.

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

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

**HIGHWAY SUPERINTENDENT REPORT  
 FOR TOWN BOARD MEETING  
 1/25/24**

Since the 12/28/23 Town Board meeting we have completed the following work:

- **Plowing/Sanding** –To date this winter season we have made a total of 29 trips out of the barn.  
 A comparison to this point of the past 5 winter seasons is below:
  - January 2023 – 30 trips.
  - January 2022 – 49 trips.
  - January 2021 – 43 trips.
  - January 2020 - 57 trips.
  - January 2019 – 60 trips.
- **Salt Orders** – So far for the month of January we have ordered 500 tons of salt. For the winter season we have ordered 700 tons of our 2600-ton allotment, or approximately 28% of our allotment.
- **High Wind Events** – In early January, we had several episodes of high winds that brought many dead ash trees down along our roadsides. Special thanks to Palmyra Fire Dept, East Palmyra Fire Dept and Port Gibson FD for cleaning most of these trees. The highway crew spent several days afterwards clearing tree debris from the shoulders of many of our roads.
- **Sign Replacement Project** – As the weather remains cooperative, we are intending to resume our sign replacement project that we worked on last January-March 2023. Last year, we started in the northwest portion of the Town and completed to the northeast corner. We are intending to continue working clockwise with hopes of completing this project over the next 3 months.
- **Personnel** – Kiel Hanson started working with us on Tuesday 1/2/24 and has been a great addition to the Highway Crew. Thank you for this early hire as we anticipate some retirements later this year.

- **SAM Grant** – As you know, we received a \$75K State & Municipal Facilities Program grant in 2022 for improvements to the Highway Truck Barn and have 3 years to utilize, until July 2025. We are meeting with vendors who provide sprinkler and alarm systems in the next couple weeks and hope to have more information for the next meeting.
- **E.Foster RAW Water Project** – The Village is using a portion of their ARPA monies to replace approximately 1500 LF of 12” RAW watermain on

E.Foster Street from Johnson Road to their Water Plant on Spring Street. The Town owns a portion of E.Foster Street from Johnson to the Village Line. The WCWSA will be assisting with installation while the Village Hwy Crew performs restoration work. The Project may start in February, weather permitting.

- **Sanitary Sewer Project Update** – This week, the Villager Crew completed installing manholes and thrust blocks on Quaker Rd. Their crews will next be installing these along the 8” line starting in Marion and moving south to Palmyra down New-Mar Rd, Desmith, Schilling and Rt.21. I understand there are 10 structures total on the 8” line. The Drill Crew finished setup work on the south side of the Canal and they started a pilot hole for the 24” yesterday and will take 4-5 days to complete. After that they will start the 8” pilot hole for another 4-5 days. Sometime next week they will setup at the end of Kent Street and I understand it will likely take 1-month to finish both canal crossings.

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

Councilman Welch spoke with the Highway Superintendent regarding shoveling at the town hall, and a short discussion ensued. Mr. Cook asked what type of salt we were using as it seemed to be damaging the front walk and entrance, and asked to switch to something that was better suited for that area.

#### **Human Services: Town Clerk, Archives, and Town Hall Facility**

**- Councilman Bradley Cook**

#### **1. Town Clerk Report for January:**

##### **TOWN CLERK OFFICE REPORT TO THE BOARD JANUARY 2024**

All four Petty Cash drawers were balanced to the penny (and are done so on a regular basis) 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 list were made available to the town board members, and Councilman DeRue and Councilman Pipitone conducted their audit of the Town Clerk / Tax Collector office on Monday January 22, 2024.

The 2023-year end required, clerk and vital record reports, have been sent to the state. We have been collecting annual records for retention from other town offices.

We have sent final reminders to the public regarding unlicensed dogs. At the end of January, all unpaid licenses will be forwarded to the animal control officer (per her request) and she will issue court appearance tickets. Through dog licensing in December, we sold 77 licenses totaling \$712.00.00, misc sales - marriage licenses; hunting/fishing, vital record requests, EZ Pass, code enforcement, etc- added an additional \$1,471.86. Total check disbursements for the month of December were \$2,183.86.

December was a slower month, as per usual with the holiday season.....but that was a good thing as we were finalizing year end reports and gearing up for town & county tax collection.....which is what we are focused on now in January. So far, we have collected \$1,819,555.92 of the \$5,337,788.58 tax warrant. We will expect an additional ½ of the warrant to be paid soon before month end!

I filed all necessary year end paperwork with SunKing and the DEC which is necessary annually after having an electronics recycling day at the town barns.



**MEMO TO:** Palmyra Town Board  
**FROM:** Irene Unterborn, Town Clerk/Tax Collector  
**DATE:** January 17, 2024  
**RE:** Reconciling of Town Clerk Funds

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As per request of the Town Board a few years ago (to be continued annually), the following collection drawers (cash used for change, etc) were reconciled on January 16, 2024:

**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)

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**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 16, the Petty Cash drawer contained \$118.11 in cash, and \$81.89 in receipts, equaling the \$200.00 allocated for the Petty Cash Fund.

**Town Building and Grounds Committee: – Councilmen Cook & DeRue and  
Town Clerk Irene Unterborn**

1. There have been meetings of the committee to discuss the town hall building upkeep as well as a wish list of items to better serve the community. We have been gathering and prioritizing projects inside & out of the town hall. Councilman Cook would like to take the lead on looking at options for use of the few acres that the town owns behind the Town Hall. The clerk will ask the facilitators of the Comprehensive Plan for options/ ideas and grants for the back acres.

**Town Development: IT & Phones, Strategic (Comprehensive) Plans, Code Enforcement/Planning Board and Security: - Councilman Todd Pipitone**

**1. Comprehensive Plan:** Updates are now found on the Town and Village websites, and there will be a meeting for the public on Wednesday March 6<sup>th</sup>, 2024, from 4 PM - 8 PM at the Palmyra Community Library. The Town Clerk & Councilman Pipitone will be virtually attending the monthly meeting with the MRB facilitators on Friday January 26<sup>th</sup>.

**PRESS RELEASE**

**VILLAGE AND TOWN OF PALMYRA COMMENCE JOINT COMPREHENSIVE  
PLANNING PROCESS OPPORTUNITIES FOR PUBLIC INPUT UPCOMING**

*January 11, 2024*

*The Village and Town of Palmyra are pleased to announce a joint effort to create a comprehensive plan, which will serve as a roadmap for growth and development in the Palmyra community over the next two decades.*

*The Palmyra comprehensive planning process is guided by a steering committee of residents, business owners, and civic leaders, who have started work on this critical effort and will continue into the summer.*

*This week, the committee announced its first public engagement opportunity – a public workshop to be held on March 6<sup>th</sup> from 4 p.m. to 8 p.m. at the Palmyra Community Library. Residents are invited to drop in anytime during those hours to speak with members of the committee and share their viewpoints on all elements of the future of the Palmyra community.*

*A comprehensive plan is designed to evaluate demographic and market data and engage the community in the development of a twenty-year vision and clearly defined goals and actions for community development.*

*Committee members have already begun reviewing data, identifying an overarching vision, and discussing priority policy areas including infrastructure,*

*economic development, community governance, and more. With the assistance of the public, as well as planning consultants MRB Group, the committee will develop an implementation plan that clearly identifies actions to be taken for future investment in the community.*

*“Palmyra is strategically located and has a wealth of assets that can support sustainable growth into our future. A collaborative plan between the Village and Town will ensure that we are working together to grow Palmyra, and to ensure that our quality of life is protected and enhanced”, said Gina Luke, the Village Board’s representative to the steering committee.*

*Town Board representative Todd Pipitone noted that “Palmyra is already a destination for visitors from around the world, seeking to connect with our history and heritage. This plan will serve as an opportunity to bolster and diversify our economic development approach – creating new opportunities for prosperity of our community and the residents of Palmyra.”*

*For additional information on the planning process, future events, and to share ideas for consideration as part of the plan, visit the Town website at [palmyrany.com](http://palmyrany.com); or the Village site at [palmyravillageny.org](http://palmyravillageny.org). These sites will be updated regularly with new information, events, and plan drafts.*

**2. CEO Report for January:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates of compliance for December 26, 2023, through January 23, 2024.

**3. Minutes from Zoning Board Meeting from January:** None from this month.

**4. Minutes from Planning Board Meeting from January:** Minutes from the January 8<sup>th</sup>, 2024, Planning Board Meeting were shared with the board.

**5. Recognize the many years of service by David Pinkney on the Town Planning Board:** The Town Board thanked Mr. Pinkney for his service, and requested that the Town Clerk read the following proclamation to the public:

***Proclamation  
To Honor & Recognize  
David Pinkney***

***WHEREAS*** it is with honor that the Town of Palmyra recognizes and pays tribute to David Pinkney, who has made strong contributions to his community and serves as a role model for his peers; and

**WHEREAS**, the Town Board of the Town of Palmyra, County of Wayne, State of New York, chose David Pinkney to become a member of the Palmyra Town Planning Board; and

**WHEREAS** these many decades of service have benefited the Town and its residents in many ways; and

**WHEREAS**, the Town Board of the Town of Palmyra recognizes the work accomplished by Mr. Pinkney, and the Palmyra Town Planning Board as a whole, while serving the local property owners with decorum and impartiality; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Palmyra wishes to express its appreciation and gratitude to David Pinkney for the time and effort as a member of the Planning Board; and

**BE IT FURTHER RESOLVED** that the Town Board of the Town of Palmyra wishes to let Mr. Pinkney know that his resignation from the Planning Board is accepted with regret, and the board does hereby resolve to recognize David Pinkney for his outstanding and heartfelt commitment to the Town of Palmyra.

Dated: December 28, 2023

**Government Operations: Assessor, Fire Protection Contracts, Youth & Aging, and Historians:** - Councilman Doug DeRue

**1. Assessor's Report for January:**

**REPORT TO THE TOWN BOARD  
FROM THE ASSESSOR'S OFFICE  
January 22, 2024**

On 1/9/24, I attended the Wayne County Assessors Association meeting in Lyons.

Exemption Renewals are trickling in; we have received in 18/60 Limited Income Senior Renewals 30% Senior renewals are on Blue Paper. Please gather your 2022 Income Tax Returns or 2022 Income statements and stop into the office to see if you qualify for this exemption, which you must recertify each year based on total household income. The Income qualifications have changed this year, so if you didn't qualify in the past, you might be eligible this year.

To clarify some confusion, the Limited Income is an additional exemption NOT to be confused with STAR or Enhanced STAR that DOES NOT require annual recertification. If the State has questions about your eligibility, they will reach out to you by mail. Please feel free to call my office at 315-597-2184 if you still have any concerns.

We have only received 45/122 Agricultural Renewals, just 37%. Agricultural Renewals are on green paper, so be on the lookout for those and return them to our office, NOT New York State.



We have been fielding calls regarding the Agricultural District Review Information Sheet from the Economic Development and Planning. We would love to answer your questions but would encourage you to reach out to their office (315) 946 5919. If you are planning to opt out you are requested to return that form by January 31, 2024.

We have processed the November sales. 4 Village and 6 Town sales. There is 1 Parcel split request.

The following are the sales/transfers for the month of December.

<b>December 2023 Sales/Transfers</b>						
MAP #	HS #	STREET		SALE \$	SALE DATE	TAV 2024
66113-00-917263	2761	Cambier	**	340,000	12/20/2023	219,500
64111-00-386835	2844	Quaker		305,000	12/15/2023	245,300
64113-06-314879	3263	Maple		210,000	12/15/2023	185,900
64112-14-478340	2029	Maple		207,200	12/14/2023	156,800
66110-06-421903	4502	Rt 31	**	0	12/07/2023	246,000
64113-06-354878	3264	Maple		190,000	12/4/2023	178,000
64111-11-703705	201	E Main	**	272,270	12/20/2023	81,000
64111-11-9627706	109	W Main	**	80,000	12/7/2023	144,600
64111-10-436710	363	W Main	**	0	12/6/2023	166,800
64111-14-722497	420	Stafford	**	0	11/1/2023	150,700
TAV - Total Assessed Value			**	Indicates a Non Arms Length sale/Transfer		

Please let me know if you have any questions.

Thank you, Paula Ruthven

**INFORMATION**

There will be a presidential primary here at the Palmyra Town Hall on April 2<sup>nd</sup>, 2024, and general primary on June 25<sup>th</sup>, 2024, both from 6 AM – 9 PM. Any questions, or if you are willing to work the polling positions, please call the Wayne County Bord of Elections at 315-946-7400.

**TOWN AGENDA ITEMS**

**1. Approve: Supervisor to Sign Broker of Record Change for Medical Insurance:** Todd Pipitone made the motion to approve the Supervisor to sign the Broker of Record agreement to change our broker from Paychex to USI Insurance Services.

Second: Doug DeRue      Vote: 4 Ayes. Carried

Ms. Anderson had stated to the Supervisor that the support USI Insurance Services will provide is something that had been lacking, and she is looking forward to working with them.

**2. Approve: Appointment of New Member to the Planning Board:** Doug DeRue the motion to approve the appointment of Matt Clark to the Palmyra Planning Board, with term beginning immediately and ending December 31<sup>st</sup>, 2028.

Second: Todd Pipitone      Vote: 4 Ayes. Carried

Supervisor Rose thanked Mr. Sheridan, Mr. DeRue, and Mr. Cook for conducting interviews with candidates.

**3. Approve: Part-time/temporary help in the Justice's Office:** Doug DeRue made the motion to approve Part-time/temporary help in the Justice's Office, to be paid by voucher at \$15.00 per hour, not to exceed 125 hours for 2024.

Second: Todd Pipitone      Vote: 4 Ayes.

**4. Approve: Accept the Audits of Court, Chief Financial Officer, and Town Clerk & Tax Collector:** Todd Pipitone made the motion to accept the 2023 Audits of Court, Chief Financial Officer, and Town Clerk & Tax Collector. The comptroller recommended audit check lists were completed and filed with the town clerk for not only the Town Clerk's Office and Tax Collection (audit performed by Councilmen Pipitone and Councilman DeRue), but the bookkeeper as well (audit performed by Councilman Welch and Councilman Cook). The annual audit for the Palmyra Town Court was performed by Councilman DeRue, and Supervisor Rose.

Second: Brad Cook      Vote: 4 Ayes. Carried

**5. Approve: Supervisor to sign Agreement for Out of District Water User:** Todd Pipitone made the motion to allow the Supervisor to sign the out of district water user contract consenting to the transfer of the water account of Danny and Elaine Guck residing at 3263 Sand Hill Rd (Parcel ID #67113-00-240866), Palmyra NY, to the Town of Arcadia, as well as the MOU between the Town of Palmyra, Town of Arcadia, Danny & Elaine Guck, and the WCWSA.

Second: Doug DeRue      Vote: 4 Ayes. Carried

**MOTION TO APPROVE CLAIMS AND EXPENDITURES**

Todd Pipitone made the motion to approve claims and expenditures for January 2024: Vouchers #2024-1 through #2024-143 totaling \$150,833.88.

Second: Brad Cook                      Vote: 4 Ayes. Carried

**MOTION TO ADJOURN**

At 7:22 PM, Doug DeRue made the motion to adjourn the meeting.

Second: Todd Pipitone                      Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn  
Palmyra Town Clerk

**NEXT Meeting:**  
**REGULAR TOWN BOARD MEETING**  
**Thursday, February 22, 2024**  
**7:00 PM – Palmyra Town Hall**