

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
January 27, 2022**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, January 27, 2022, 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
Brad Cook, Councilman
Doug DeRue, Councilman

Councilman Todd Pipitone was absent.

Motion was made by Jim Welch to approve the minutes of the Town Board meeting which took place on December 29, 2021.

Second: Doug DeRue Vote: 3 Ayes. Carried

Motion was made by Brad Cook to approve the minutes of the Organizational Town Board meeting which took place on January 4, 2022.

Second: Doug DeRue Vote: 3 Ayes. Carried

ATTENDANCE

Also in attendance: EMS Advisory Board Representative Mike Catalano, resident Marc Carrier, Casey Carpenter from the Wayne Times, 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, said that though there are still staffing problems because of COVID and vaccine mandates, there were no major delays in coverage. He also explained that Wayne County is looking at the costs of 6-7 ambulances and staffing for a county run ambulance service. If that were to happen, Mr. Catalano felt that there would be many bugs to work out, and that the lead time to obtain (purchase) and ambulance is currently at least a year.

Supervisor Miller added that there was a COVID home test distribution happening that Saturday January 29, 2022 at four locations in Wayne County. Exact locations and sign up are found on the town website and Facebook.

COMMUNICATIONS RECEIVED

There were no additional communications received from the public for the board members prior to the meeting.

PUBLIC INPUT

Marc Carrier of 399 Garnsey Rd. Palmyra, addressed the board. He questioned where the results were from water testing at the Old Landfill in September and October, as well as questioned why the town obtained a law firm in November if tests were not available yet. He feels the board does not take him, or his neighbors seriously.

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. Assign Audit Teams: Supervisor Miller assigned the following Audit Teams to conduct the annual audits and present findings at the February 24th Town Board Meeting: Town Clerk/Tax Collection – Councilmen DeRue and Welch, Justice – Book Keeper Petra Anderson and Supervisor Miller, and for the Bookkeeper – Councilmen Cook and Pipitone. The town clerk distributed the state forms.

2. Internal Audit of Town and Village Justices: As already stated the Supervisor and Bookkeeper will conduct the audit. A copy must be provided to the Unified Court Systems Internal Audit Office by March 1, 2022.

3. Thank you letter from Mercy Flight: The Town received a thank you for the donation of \$500.00 to Mercy Flight Central. The President/CEO of Mercy Flight offered to visit and speak with the board at any time.

4. News Regarding Old Landfill: The town is waiting for the DEC and Engineers to share any test results. All information is still in draft form according to the DEC and is not available to the town yet.

5. Paperless Payroll: With the general consensus of the town board, the book keeper would like to take advantage of paperless payroll that is available thru PayChex payroll service. With this the bookkeeper will no longer need to separate and distribute payroll, and employees would have easier access to their records. W-2's would still be printed and distributed at the end of the year. The board agreed, and felt this would save the book keeper time/money, and be a benefit to our employees.

6. Vienna Street Apartments: The current contract with Vienna St Apartments was made with the previous owners. Included in this original pilot with the town was that residents were to be 55 yrs. and older, and that the town would receive 10 percent of net rent minus utilities. Councilman Cook would like to review any new agreement with the new owners every 3-5 years to be sure that it is being honored. Supervisor Miller would like to set meeting with the new owners and invited the board to be part of any new negotiations.

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

1. Town Clerk Report for November:

**TOWN CLERK’S OFFICE REPORT
JANUARY 2022**

Through dog licensing in December, we sold 57 licenses (\$478), marriage licenses; EZ Passes, hunting/fishing, vital record requests, FOIL requests, miscellaneous sales and code enforcement, etc- added an additional \$5,082.55. Total check disbursements for the month of December were \$5,560.55.

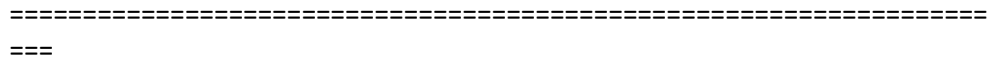
All four Petty Cash drawers were balanced to the penny and the memo is included with this monthly report. I balanced clerk’s checkbook, tax accounts, and all year end bank statements. The comptroller recommended audit check lists will be distributed to the board members this evening to be used for the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

We are focused in January on tax collection as well as organizing and sorting thru files to be destroyed, we have also had quite a few time-consuming FOIL requests this month.

So far this month, we have collected \$2,011,852.77 of the \$5,368,587.97 tax warrant. We will expect an additional ½ of the warrant to be paid in the next few days by the mortgage companies, before month end!



MEMO TO: Palmyra Town Board
FROM: Irene Unterborn, Town Clerk/Tax Collector
DATE: January 13, 2022
RE: Reconciling of Town Clerk Funds

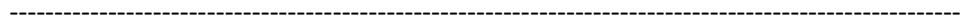


Anticipating the annual request of the Town Board, the following collection drawers (cash used for change, etc) were reconciled on January 13, 2022:

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 13, 2022 the Petty Cash drawer contained \$161.03 in cash, and \$38.97 in receipts, equaling the \$200.00 allocated for the Petty Cash Fund.

2. Audit Forms: Audit forms were supplied by the clerk once the Supervisor assigned the annual audit teams.

3. Clearing house to be used for CDL drivers: Review of drivers' licenses thru the clearing house will be the responsibility of the highway superintendent, and will be conducted bi-annually. Drug test contract needs to be renewed, and Supervisor Miller will make an appointment to sit and talk with our current representative.

4. Building Update: Councilman Cook, Book Keeper Petra Anderson and the Town Clerk are going to meet to discuss what needs to be done around the building this year. Ceilings, paving, floor refinishing are just a few points we will discuss.

5. EZ Pass: Only one EZPASS left, permission to order another supply of 25 later.

Public Works: Highway Department, Equipment and Facilities

- Councilman James Welch

**HIGHWAY SUPERINTENDENT REPORT
FOR TOWN BOARD MEETING
01/27/22**

Since the 12/27/21 meeting we have completed the following work:

- **Plowing/Sanding** –To date this winter season we have made a total of 43 trips out of the barn.
A comparison to this point of the past 5 winter seasons is below:
 - January 2021 – 39 trips.
 - January 2020 - 50 trips.
 - January 2019 – 60 trips.
 - January 2018 - 69 trips.
 - January 2017 - 46 trips.

Other miscellaneous items include:

- **Salt Orders** – So far for the month of January we have ordered 525 tons of salt. For the winter season we have ordered 1114 tons of our 2600-ton allotment, or approximately 43% of our allotment.

- **Advocacy Day - CHIPs Funding** – Our annual Advocacy Day in Albany typically scheduled for early March is likely cancelled as no one is permitted in the LOB or Capital. However, I understand that the Gov’s proposed budget holds CHIPs and PAVE-NY programs flat at the same allotments as last year, which is good, but not sure about EWR money yet. We still have individual legislative meetings coming up in February with Pam Helming and Brian Manktelow, who have been good advocates for us.
- **Tree Work/Brush Mowing** – At the end of December/early January, we had been performing some roadside brush mowing and tree work on Port Gibson Road, Hazen Lane and Vault Roads. We hope to continue with tree work as time and weather permit.
- **Personnel** – Over the past week, the highway department has been operating a little short-staffed again. We currently have two Town staff members out but expect both to return over the weekend, if needed. We have adjusted our plow routes accordingly.
- **Training** - On 12/28, the entire Hwy Crew took part in a free refresher course regarding the Dig Safe Certified Excavator Program. We held this refresher course in our shop.
- **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. We hope to soon start to bring in various 'summer'-related pieces of equipment for their annual servicing and maintenance work.
- **Palmyra Municipal Auction** – The date has been set for our 36th Annual event, Saturday May 14, 2022. I hope to have the Auction Contract for an upcoming agenda for approval.
- **Village Budget** – It’s 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.

Mr. Boesel also added that the fans for the truck barns have arrived and that the contractor has an electrician lined up to begin install on February 8th. The boiler has also been ordered, but will take a little longer to receive.

He also informed the board that “Lindsay” from Soil & Water said there might be funding available for a salt facility, and that MRB Group said we should take any opportunity to look for grants. Supervisor Miller said he would look further into this.

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

1. New Computer in Assessor's Office: The assessor is asking for approval to purchase a new computer for her office not to exceed \$1,428.00. The specifications were shared with the board members.

2. Update on proposed Marquart Mobile Home Park Sewer line project: Supervisor Miller met with Dave Doyle from MRB to discuss the project. Ultimately there were eight points to be agreed upon: 1) the project must be dedicated to the town, 2) Engineering must be agreed upon by the town CEO and our engineer, 3) a detailed guide to follow must be generated, 4) there must be a contract that includes design, dedication, letter of credit, inspection details & responsibility, 5) regulatory permits filed, 6) annual fee to cross CSX to be paid by them, 7) decide whether or not this is a new sewer district, and finally 8) define ALL permits needed from DEC, DOH, CSX, Town and County.

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

1. Assessor's Office Report for January:

**JANUARY REPORT TO THE TOWN BOARD
 FROM THE ASSESSOR'S OFFICE
 January 19, 2022**

At the end of December Low-income Senior Citizen, Agricultural and non-profit exemption forms were mailed out to be returned on or before March 1, 2021. These are now starting to be returned. As you know the Sr. Citizens exemption now requires the 2020 income (the same as the Enhanced Star). This is causing some confusion with our seniors. If they bring in 2021 income, we are copying that and keeping it in our files for next year. Hopefully this will cause less confusion next year.

We have had quite a few people with questions about the Senior Citizens exemption as well as the Enhanced STAR since the Town and County tax bills have gone out. The Enhanced STAR exemption/credit limit for income is \$92,000 (this is the 2020 adjusted gross income). The senior Citizens exemption is only for those with low

income. The income limits are as follows (income must fall below the limits): Pal/Mac school, \$26,900; Palmyra (town & Village), Wayne County and Newark School are \$21,900 and Marion School is \$17,725. All Schools require the owner(s) to be 65 by March 1st and the Town, County and village the owner(s) must be 65 by December 31st.

I received the quote for Julie's new computer earlier this month. I sent the quote to Todd and was told to go ahead and order it. I had them remove the extended warranty so that it stayed under the \$1,500 budget. At this time, I have not received an invoice for this. I will turn it in as soon as it is received.

*****Also, we will need two (2) new members for the Board of Assessment Review. Richard Green has decided not to be reappointed after many years as a member of the Board of Assessment Review. It is not easy to find someone to serve on this board, so it is going to take time to find someone who is willing to do the job, the search needs to start now. We are working on an update for 2022 and it will be a very busy year for the Grievance Board.*****

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

Supervisor Miller stated that the Assessor requested to put a computer on the stand-up desk in the hall in front of her office. After much discussion, the board unanimously decided that this would not be a good idea.

2. CEO Report for 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 22, 2021 thru January 25, 2022

3. Minutes from Zoning Board Meeting for January: There was no Zoning Board meeting for the month of January.

4. Minutes from Planning Board Meeting for January: There was no Zoning Board meeting for the month of January.

INFORMATION

1. Communication from WHAM /Fox Rochester: A communication from WHAM /Fox Rochester was received, and now shared with the board, containing information needed to announce local closings, delays, etc. due to inclement weather.

AGENDA ITEMS

1. Approve: Resolution #5-2022: Policy for Sick Leave: This Policy was originally approved at the July 26, 2012 meeting as Resolution #15-2012: After much discussion, Doug DeRue made the motion to table this resolution until it can be further researched and discussed as to what may need to be amended.

Second: Brad Cook

Vote: Ayes. **TABLED**

RESOLUTION #5-2022
POLICY CHANGE FOR SICK LEAVE
(Originally approved July 26, 2012 as Resolution #15-2012)

WHEREAS full-time employees of the Town of Palmyra are eligible, upon hire, for twelve sick days per year, one per month as earned; and

WHEREAS exempt employees have received sick pay in compliance with state and federal wage and hour laws; and

WHEREAS an employee may use accrued sick time to care for a sick family member; and

WHEREAS Town employees have heretofore not been paid for any unused sick days; however, if sick days are unused during the year, they have been carried into the following year, up to a maximum of 120 sick days for full-time employees;

NOW, THEREFORE, BE IT RESOLVED that the Town of Palmyra will henceforth issue sick leave benefits to full-time employees, whether hourly or salaried; and

BE IT ALSO RESOLVED that sick leave will be calculated based on a standard workday every month of work completed, accruing to a maximum of 12 days per calendar year, to be used in a minimum of one (1) hour increments; and

BE IT FURTHER RESOLVED that the Town Bookkeeper will calculate at the end of each calendar year any unused sick leave hours at the employee's hourly rate for that calendar year. The result of unused sick leave hours will be available for future use or possible pay-out at time of retirement; and

BE IT FURTHER RESOLVED that a maximum of 960 hours can be accumulated by an employee, and a maximum of 640 accumulated hours can be requested at employee's time of retirement (must be 55 or older) for payout; and

BE IT FURTHER RESOLVED that if accumulated sick leave hours must be used, the most recent number of sick leave hours will be removed first, in the reverse order that they were saved; and

BE IT FURTHER RESOLVED that this does not imply that the Town of Palmyra is holding a monetary reserve in any one employee's name/number for future payout.; and that the total value of accumulated hours will be calculated on an annual basis; and

BE IT FURTHER RESOLVED that the terms of this resolution had taken effect as of August 1, 2012, and on December 31, 2012 any accumulated sick leave will be recorded at the employee's 2012 hourly rate of employment.

**Duly moved and carried by the Town Board of the Town of Palmyra
On January 27, 2022**

2. Approve: Postponing the Standard Work Day and Reporting Resolution for Elected and Appointed Officials: Jim Welch made the motion to approve postponing the Standard Work Day and Reporting Resolution for Elected and Appointed Officials until July 2022. This is being done as per recommendation by the NYS Comptroller's Office as no job

descriptions have changed, there are new calendars from employees needed (they have been contacted), and there are anticipated retirements & resignations. This will put the town on an appropriate schedule moving forward.

Second: Doug DeRue Vote: 3 Ayes. Carried

3. Approve: Purchase of Computer for Assessor’s Office: Doug De Rue made the motion to purchase a computer for the Assessor’s office from Integrated Systems, not to exceed \$1,428.00. Installation will be billed against our pre-paid hours from Integrated Systems.

Second: Jim Welch Vote: 3 Ayes. Carried

4. Approve: Drug and Alcohol Clearing House: Make motion to approve use of Drug and Alcohol Clearing House for all CDL drivers employed by the Town of Palmyra, not to exceed \$99.00 per year. Review of drivers’ licenses thru the clearing house will be the responsibility of the highway superintendent, and will be conducted bi-annually.

After discussion about where responsibility would lie, and questions about our currently expired drug testing contract, Brad Cook made the motion to table this until the next meeting.

Second: Jim Welch Vote: 3 Ayes. **TABLED**

5. Approve: Purchase of EZ Passes: Brad Cook made the motion to purchase 25 more EZ Passes not to exceed \$525.00. (Budgeted expense)

Second: Doug DeRue Vote: 3 Ayes. Carried

6. Approve: Require dedication of Marquart Sewer System Project to the Town: Jim Welch made the motion to require dedication of the Marquart Sewer System Project to the Town. Brad Cook seconded, and a roll call vote was requested.

Councilman Welch	Aye
Councilman Pipitone	Absent
Councilman Cook	Aye
Councilman DeRue	Aye
Supervisor Miller	Aye

4 Ayes. Carried

MOTION TO APPROVE CLAIMS AND EXPENDITURES

Jim Welch made the motion to approve claims and expenditures January 2022 – Vouchers #2022-1 thru #2022-125 totaling \$159,000.70.

Second: Brad Cook Vote: 3 Ayes. Carried

ENTER INTO EXECUTIVE SESSION

At 7:47 PM, Councilman Cook made the motion to enter into executive session to discuss particular personnel.

Second: Jim Welch Vote: 3 Ayes. Carried

EXIT EXECUTIVE SESSION

At 8:45 PM, Councilman Welch made the motion to return from executive session.

Second: Brad Cook Vote: 3 Ayes. Carried

MOTION TO ADJOURN

At 8:46 PM, Doug DeRue made the motion to adjourn the meeting.

Second: Jim Welch Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

Regular Town Board Meeting
Thursday February 24, 2022
7:00 PM - Palmyra Town Hall