

**REGULAR MEETING OF THE TOWN BOARD  
PALMYRA TOWN HALL  
September 28<sup>th</sup>, 2023**

At 7:00 p.m., Supervisor Gary Rose called to order the regular Town Board meeting, scheduled for Thursday, September 28<sup>th</sup>, 2023, 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  
Brad Cook, Councilman  
Doug DeRue, Councilman

Councilman Todd Pipitone was absent.

Motion was by Jim Welch to approve the minutes from the Regular Town Board meeting on August 24<sup>th</sup>, 2023.

Second: Brad Cook                      Vote: 3 Ayes. Carried

Motion was made by Doug DeRue to approve the minutes from the Budget workshops on September 5<sup>th</sup>, 12<sup>th</sup>, and 19<sup>th</sup>, 2023.

Second: Jim Welch                      Vote: 3 Ayes. Carried

Supervisor Rose noted that the scheduled workshops on September 26<sup>th</sup>, and October 3<sup>rd</sup> were not necessary and had been cancelled.

**ATTENDANCE**

Also in attendance: Jeremy Bedette, Chuck & Julie Hartman, Marc Carrier, Gigit Graham, Casey Carpenter (Wayne Times), Don Wilkins, and Assessor Paula Ruthven.

**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 this evening.

**COMMUNICATIONS RECEIVED**

**The following email was received on September 27, 2023, at 4:35 PM, and was read by the town clerk:**

“Irene, I am stating concerns of the neighbors as to lack of communication prior to proposed start date for work at the site being that the immediate neighbors have tried to understand impacts to them.

Noting Frank Vancukynas had called to meet with supervisor prior to a letter recently sent to each of us. Rick Hagar as well.

The report is not been available at the library the last time I checked.

I would like this entered as a communication and I would also like an opportunity to speak during the open meeting for myself or the other neighbors to the landfill.

Thank you. Marc Carrier “

**PUBLIC INPUT**

**Marc Carrier**, of 399 Garnsey Rd., briefly stated that he thought his communication spoke for itself, and that he wished that there had been a meeting prior to the beginning of any work, and that he was glad to see the supervisor out at the site getting the “lay of the land”.

**Board notes - 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, Historian, Justices, and Finance:****- Supervisor Gary Rose**

**1. Garnsey Rd Update:** Supervisor Rose stated that a letter was sent to the residents of Garnsey Rd. informing them that there will be activity beginning around October 1<sup>st</sup> in that area, but that now it looks like it may be the second week of October as start once everything is pulled together. Given the approval by the DEC for the plan LaBella Engineers have laid out, we are doing what we are told to do. We are preparing the site for further investigation by cutting and cleaning brush and getting ready for some test holes to be dug.

**2. E-Waste:** The free town and village of Palmyra e-waste collection will take place at the highway barns on Kent Street on Weds & Thursday October 18 & 19, 2023. Further information can be found on the Palmyra website, and on social media in the next week as details are finalized.

**Public Works: Highway Department, Equipment and Facilities:****- Councilman James Welch****1. Highway Department report for September:**

**Highway Superintendent Report  
For Town Board Meeting  
09/28/23**

Since the 8/24/23 TB meeting we have completed the following work:

- Inter-municipal Assistance
  - 9/8/23            1 Arcadia Roller to assist Palmyra Hwy with paving P.Gibson Rd
  - 9/12/23        2 Palmyra trucks to Macedon to assist with milling off Paddy Lane
  - 9/13/23        2 Palmyra trucks to Macedon to assist with milling off Wilson Rd
  - 9/14/23        1 Palmyra skidsteer/mill to Macedon to assist with milling rebates
  - 9/14/23        2 Palmyra trucks to Lyons to assist with Novachip paving
  - 9/19/23        2 Will., 1 Marion, 3 Lyons, 3 Arcadia trucks assist Pal Hwy w/Novachip on P.Gibson Rd

- 9/20/23 2 Will., 1 Marion, 3 Lyons, 3 Arcadia trucks assist Pal Hwy w/Novachip on P.Gibson Rd
- 9/21/23 2 Palmyra trucks to Macedon to assist with paving off Wilson Rd
  
- **Summer Projects** – On 9/1 and 9/5 several Town roads were micro-paved by Suit Kote. These included East/West/Arthurton/Betty/Bonnie/Meadow/Wheel-in-Circle and Clover. On 9/19 and 9/20, we nova-chipped Port Gibson Road with Midland Asphalt. On 9/19, we also had fog sealing completed on Cambier and Fagner Roads by Suit Kote. This essentially completes our resurfacing projects for the summer.
  
- **Brush mowing** – Over the past couple weeks, we have been brush mowing on Port Gibson Road and South Creek Road. We hope to continue mowing thru this Fall.
  
- **Red Barn Repairs** – Marion Garage Door installed the new OH Door the first week of September. Since then, we have primed and painted the front of the building and part of the north side. Last Friday, NYSEG came and reconnected our electrical service. We are hoping to resume our lean-to project soon.
  
- **Sanitary Sewer Project Update** – Last week, Villager completed installation of the 8” pipe under Walker Rd, the RRX and the creek and made it to Kent Street. Turner Underground also completed a 24” bore under the Quaker/Maple intersection last week. This week, Villager will be starting installation of the 24” pipe at this intersection and working towards Santelli Lumber/Division Street intersection. This is expected to take 3 days. Then, Villager will work westward from Maple intersection, towards Daansen and Walworth Roads and ultimately Oneil Road. There will be daily road closures on Quaker Road during this time. Many notifications have been sent to adjacent property owners and signage has been up since last week to notify all motorists of the pending closures. The work along Quaker Road in Palmyra is expected to take ~2-weeks, with an additional 2-4 weeks on the Macedon end.
  
- **Winter Prep** – In the past month, we have hauled sand and received 500 tons of salt. Both the salt barn and the sand/salt barn are full and ready for the winter season. Thru the next month, we will begin to review our snowplows/wings, sanders and tire situations and get trucks serviced and prepared for the winter season.
  
- **Cemetery Work** – On 8/30, we removed a fallen dead limb in the Town Cemetery on N.Creek Road behind the Synder Farm.
  
- **Town Hall Sign** – On 8/31, we installed the new Bicentennial sign at the town hall front entrance.

- **New Equipment** – Over the long Labor Day weekend, Bodak’s Western Snowplows installed our new front plow on our 2024 F250 pickup. Thank you for this purchase!

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

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

**1. Town Clerk Report for September:** The town clerk will combine the September and October board reports.

**2. Building update:** Painting of all the ceilings is complete, and the accessible doors have been fixed. The Supervisor and Town Clerk learned how to change the batteries in the accessible buttons so that we will not have to call Frontier Glass and Door for that again! Internal locks are still questionable...but he will be back next week to continue fixing them.

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

**1. Comprehensive Plan:** A kick-off meeting for the Comprehensive Plan Steering Committee Members has been planned for the evening of October 23<sup>rd</sup>, 2023. There is some grant work already being done now that we have proven that work towards a comprehensive plan is being worked on mutually with the town and village!

**Government Operations: Assessor, Youth & Aging, and Code Enforcement/Planning Board  
-Councilman Doug DeRue**

**1. Assessor’s Report for September:**

**REPORT TO THE TOWN BOARD  
FROM THE ASSESSOR’S OFFICE  
September 23, 2023**

I [Paula] completed Assessor Orientation on 8/25 with Karen at Wayne County Real Property.

On 9/8, I participated in an online seminar for Valuation of Mobil Home through the NY State Assessors Association.

On 9/12 I attended the Wayne County Assessors Association meeting in Lyons. One of the hot topics is changes to the Senior Exemption. There are some local decisions that we will need to make regarding changes in acceptable income. I will provide more information on that in the next month.

On 9/12 we had our Budget workshop and finalized our preliminary budget.

On 9/13 Completed a School Tax Bill apportionment for a property that split in June.

I started a self-study course with NY state for Mass Appraisal, I will need to go to Syracuse on October 25<sup>th</sup> to take the test for the class.

Julie had vacation the week of the 4<sup>th</sup>.

We have processed July and August sales. July there were 25 sales 9 Village and 16 Town and in August there were 25 sales 10 Village and 15 Town.

School tax bills have generated an increase in visitors in the office asking about Exemptions. We will soon be gearing up to send 2024 exemption renewals.

On 9/20 Kopykat delivered our new copier/scanner. On 9/22 and 9/25 we worked with Integrated to complete network set up.

On 9/22 I witnessed my first signature as a notary.

The following are the sales/transfers for the month of July and August.

<b>July 2023 Sales/Transfers</b>						
<b>MAP #</b>	<b>HS #</b>	<b>STREET</b>		<b>SALE \$</b>	<b>SALE DATE</b>	<b>TAV 2024</b>
64111-11-590613	139	W Jackson		235,000	07/07/2023	169,900
64111-11-729711	235	E Main St		180,000	07/07/2023	87,900
64111-10-361551	132	Hyde Pkwy		180,000	07/10/2023	150,600
65111-13-105497		Vienna	**	341,550 / 3 Parcels	07/13/2023	55,400
65111-13-048486	252	Howell	**	341,550 / 3 Parcels	07/13/2023	4,100
64111-12-752549	240	Fayette	**	103,409	06/26/2023	111,900
64111-11-621731		Liberty	**	15,000	7/20/2023	300
64111-11-733577	217	Fayette	**	185,000	7/27/2023	132,200
64111-12-851638	106	Vienna	**	114,200	7/26/2023	114,200
65113-00-446793	3191	Rt 21 N		166,000	6/30/2023	173,800

## REGULAR TOWN BOARD MEETING

September 28th, 2023

64112-15-508303	1998	Maple Ave		140,000	07/05/2023	170,400
65111-00-361091	993	Cornwall	**	1	6/30/2023	424,100
65111-00-240392		Vienna	**	341,550 / 3 Parcels	7/13/2023	88,400
64111-07-581983	1743	Maple	**	1	6/28/2023	188,300
65113-00-292765	3571	Cole	**	211,595	7/17/2023	206,400
65111-09-257516	3527	Vienna	**	738,000	07/19/2023	352,300
64112-15-544342	2046	Meadow	**	1	7/06/2023	181,000
66112-00-701309	2006	Port Gibson		175,000	07/17/2023	166,800
64112-00-843860	3212	Jeffery	**	1	07/17/2023	315,400
64113-00-683020	3105	Jeffery	**	1	07/17/2023	599,100
64112-00-873314	2000	Walker	**	1	07/17/2023	66,500
66112-00-632439	4644	S Creek	**	1	07/05/2023	136,400
65110-00-893847		Faas	**	1,000	07/21/2023	700
64111-07-630961	1730	Maple		22,500	7/28/2023	22,800
66113-00-994486	2950	Cambier	**	1	7/24/2023	138,400
TAV - Total Assessed Value				**	Indicates a Non Arms Length sale/Transfer	

**August 2023 Sales/Transfers**

MAP #	HS #	STREET		SALE \$	SALE DATE	TAV 2024
64111-10-479675	328	W Main		115,000	08/01/2023	154,000
64111-11-587740	231	Liberty		150,000	8/1/2023	138,400
64111-16-864430	363	Johnson	**	1	8/1/2023	153,200
64111-10-434526	330	Claremont		155,000	8/7/2023	139,500
64111-12-852674	112	Mill		157,700	8/8/2023	181,500
64111-16-790418	344	E Foster		190,000	8/15/2023	153,200
64111-12-881661	115	Throop		20,701	8/17/2023	112,400
64111-12-962591	310	Vienna		165,000	08/15/2023	97,700
64111-14-398489	425	Stafford	**	1	08/01/2023	68,300
64111-12-752519	264	Fayette		185,000	08/29/2023	122,900
64113-00-990658	3093	Parker		350,000 / 2 Parcels	8/1/2023	236,800
64113-00-989679		Parker		350,000 / 2 Parcels	8/1/2023	22,500
64111-16-862360	3224	E Foster		220,000	8/4/2023	180,100
65112-00-250518	2186	Route 21 N	**	205,000	8/4/2023	289,800
64113-00-668399	3014	LeRoy	**	1	8/1/2023	493,400

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September 28th, 2023

64113-00-600741		Hanagan	**	1	08/1/2023	167,600
65112-00-123213	1927	Route 21 N	**	161,000	8/1/2023	196,500
67112-00-107748	2352	Hazen	**	1	8/11/2023	161,700
65113-00-547817	3194	Route 21 N		375,000	8/8/2023	330,100
64111-07-731915	1695	Division		210,000	8/15/2023	182,000
65113-00-525860	3210	Route 21 N		85,000	8/16/2023	74,800
66113-00-030100	2621	Harris		356,400	08/17/2023	394,600
64112-15-516334	2025	Meadow		216,000	08/16/2023	159,900
66111-00-483620	4519	Hogback Hill		300,000	08/23/2023	239,000
65113-00-319772	3587	Cole		160,200	8/1/2023	160,200
TAV - Total Assessed Value			**	Indicates a Non Arms Length sale/Transfer		

Please let me know if you have any questions.

Thank you, Paula Ruthven

**2. CEO Report for September:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates of compliance for August 22<sup>nd</sup>, 2023, through September 26<sup>th</sup>, 2023.

**3. Minutes from Zoning Board Meeting from September 14<sup>th</sup>, 2023:** Minutes from the Zoning Board meeting from September 14<sup>th</sup>, 2023, were shared with the board.

**4. Minutes from Planning Board Meeting for September 11<sup>th</sup>, 2023:** Minutes from the Planning Board meeting from September 11<sup>th</sup>, 2023, were shared with the board.

## INFORMATION

None further this evening.



**AGENDA ITEMS**

**1. Approve: Tentative budget for 2024:** Jim Welch made the motion to approve tentative budget for 2024, which will then become the preliminary budget. Per our Organizational meeting, the budget hearing will take place on Thursday November 9<sup>th</sup>, 2023. Seconded by Brad Cook, and a roll call vote was requested.

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

Vote: 4 Ayes. Carried.

**2. Approve: Approve the Job Description and Hours for Bailiff:** Doug DeRue made the motion to approve the job description and hours for the Bailiff to be attached to the MOU with the Village of Palmyra.

Second: Brad Cook      Vote: 3 Ayes. Carried

**3. Approve: Approve Contract for copier for the Assessor's Office:** Brad Cook made the motion to approve the Supervisor to sign the contract (\$50 per month, \$.08 of color and \$.02 BW copies) for a copier and service with KopyKat for the Assessor's office. There will be a onetime \$75.00 Installation fee.

Second: Doug DeRue      Vote: 3 Ayes. Carried

**4. Approve: Approve Supervisor to sign agreement with Sunnking:** Brad Cook made the motion to approve Supervisor to sign the agreement, once it is completed, with Sunnking for the October 18 & 19, 2023 e-Waste collection at the town barns. This collection will be of no cost to the town, or the residents of Palmyra.

Second: Jim Welch      Vote: 3 Ayes. Carried

**5. Approve: Approve Greene Land Surveying to resurvey Old Landfill:**

Doug DeRue made the motion to approve Greene Land Surveying to resurvey Old Landfill boundaries, not to exceed \$800.00. This will include staking of property every 90 linear feet.

Second: Brad Cook      Vote: 3 Ayes. Carried

This will most likely begin the 2<sup>nd</sup> week of October.

**6. Approve: Cintas Clothing Contract for Highway Department:** Jim

Welch made the motion to approve the supervisor to sign the Cintas Clothing contract for the highway department.

Second: Doug DeRue      Vote: 3 Ayes. Carried

This contract is less than they were previously charging us.

**MOTION TO APPROVE CLAIMS AND EXPENDITURES**

Doug DeRue made the motion to approve claims and expenditures for September 2023: Vouchers #2023-898 thru #2023-1043 totaling \$257,781.46.

Second: Brad Cook      Vote: 3 Ayes. Carried

**MOTION TO ADJOURN**

At 7:13 PM PM, Brad Cook made the motion to adjourn the meeting.

Second: Doug DeRue      Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn  
Town Clerk

**NEXT Meeting:**

**REGULAR TOWN BOARD MEETING  
Thursday, October 26th, 2023  
7:00 PM – East Palmyra Fire Hall**