

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
May 28, 2020**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, May 28, 2020, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

The Town Board meeting was open to public and held in accordance to the rules for small meetings, with proper social distancing and masks were worn by all in attendance.

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
Brad Cook, Councilman
Todd Pipitone, Councilman

Motion was made by Jim Welch to approve the minutes of the regular Town Board meeting which took place on April 23, 2020.

Second: Brad Cook

Vote: 4 Ayes. Carried

ATTENDANCE

Also attending was: EMS Representative Mike Catalano as well as a Wayne County Deputy Sheriff.

GUEST SPEAKER

Mike Catalano from the EMS Advisory Board reported that the call volume was down to 66 for April, when it is usually more like 70 to 80 calls. The overall response time was good with only a couple responses around 18 minutes. Mr. Catalano notice that tonight there was only one ambulance on call and it was not located in Palmyra as it should be. Supervisor Miller

asked if he could be shown how the status boards work, so that he can check who is covering Fingerlakes Ambulance for himself, real time. Mr. Catalano will also inform of the different dispatch numbers that get toned out to the fire departments.

HEARING

There was no official hearing this evening.

COMMUNICATIONS

There were no communications received for this evening.

PUBLIC INPUT

**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.*

There was no public input for that meeting.

REPORTS OF STANDING COMMITTEES

Supervision---Animal Control, Historian, Finance: Kenneth Miller, Chairman

1. Latest report from WC DOH regarding Coronavirus: The number of COVID-19 cases has gone down in the Fingerlakes, but the Governor has not yet decided to move into Phase 2 of reopening NYS. The Governor will not allow discharge of COVID patients from the hospital if they still test positive even if they are better.

2. Old Palmyra Landfill update: Only one actual bid for the Site Characterization for the Old Palmyra Landfill was received from the numerous bid requests that went out. There was a refusal to quote received from Parsons in Syracuse, and no word from the others. The bid that was received from LaBella is for approximately \$67,000.00 which is

lower than the anticipated \$80,000.00 it was thought to cost. The Town clerk will send an acceptance letter for Proposal No.: P2001975 to LaBella Associates, and the expected start date will be by the third week of June, 2020.

3. Mowing of Town Hall: Though the Town had an agreement with the Village for mowing of the Town Hall, but because of half staffing, the Village Board directed Mr. Hopkins to only mow when they told him to. Supervisor Miller took the initiative to get quotes for the service, and would like to hire Frederick's Lawncare at \$100.00 per trip until further notice. Mr. Miller will also as Highway Superintendent Boesel to review the balance sheet between the Town & Village to see who owes what to whom for services. Councilman Welch will also pursue different options, including the purchase of a zero turn mower and having one of the highway employees cut the grass.

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

1. Town Clerk Report for May:

TOWN CLERK OFFICE
REPORT TO THE BOARD
May 2020

Even with the COVID-19 restrictions, we have seen an upswing in the number of marriage licenses being issued because of the "drive thru" window I am lucky enough to have next to my office! To keep us (as well as our public) safe, we do require a mask when we deal with the public thru the window, and came up with a form they could fill out with most information needed to limit speaking "exposure" time.

Normally, at this time of year, I would be reporting all that I learned from the Town Clerk's conference, but that was postponed until August...hopefully! This year I applied for, and received a \$500.00 scholarship to offset the cost to the Town.

Through dog licensing in April, we sold 63 licenses totaling \$483.00, misc sales, EZ Passes, marriage licenses, hunting/fishing, vital record requests, code, etc- added an additional \$2,598.60. Total check disbursements for the month of April were \$3,081.60. We have continued much of this by mail, and thru our outdoor window.

This weekend the Town of Palmyra (as well the surrounding towns), will be hosting a surgical mask distribution at the Town Highway Barns, Saturday May 30, from 9-11AM. At this time, NYS is requiring that a mask be worn whenever you are in the public.

2. Building Update: Mr. Cook reported that "spit screens" have been made for both the Assessor and CEO offices (the Town Clerk office already has safety glass), he is researching having the gym floor refinished, and asked the clerk to include a review of Gas & Electric pricing for the next board meeting.

3. NYS Archives: NYS Archives announced a new schedule for filing all town records. The current MU-1 will be replaced by the new schedule after August 2020. We do not have the details yet. I will keep all department updated as I get the new information.

4. NYS DEC: The DEC will be changing and replacing the way hunting/fishing licensing is done beginning June 29, 2020. We did receive the new printer, but no direction as of yet!

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

1. Highway Department report for May:

**HIGHWAY SUPERINTENDENT REPORT
FOR TOWN BOARD MEETING
05/28/20**

Since the 4/23/20 Town Board meeting we have completed the following work:

- Hauling Stone for chipsealing roads
- Cut Shoulders – Cornwall, S.Townline, Faas, Jagger Roads & Crestwood Drive
- Ditching – Cole, S.Townline, Jagger Roads & Bear Hill/Rolfe Drive
- Culvert Work – Cole, Schilling & Hogback Roads

- **Palmyra Municipal Auction** – May 8-12th we held our 35th Palmyra Municipal Auction. The Auction was noticeably smaller than years past due to Covid-19. Total sales were over \$1.5 Million (down from \$2.2M), 154 Lots (down from 453), 0 registered onsite bidders (down from 568) plus 550 approved online bidders (down from 896). Our 2018 Bobcat items made the guaranteed amounts.

- **Winter Recap/Salt** – We ended the winter season with 88.5 trips out of the barn, with our last trip being on April 22nd. We utilized approximately 1984 tons of our 2600-ton allotment, which is approximately 76% of our requested allotment. My new salt allotment was due on 5/15/19 and I kept our allotment the same at 2600 tons for 2020-21. We still have approximately \$40K unexpended to use for the remainder of the Town fiscal year, which would get us ~725 tons to help refill the barns.

- **Personnel** – Chris Bratt started back mowing with us on 5/14/20.

- **Upcoming Road Projects** – With the Auction behind us, we have started gearing up for our various summer road projects. We intend to be on several roads this summer including but not limited to Parker, Cornwall, Faas, S.Townline, Trolley, Vienna St., Desmith, Hanley, Galloway Roads.

- **Bridge Work** – In the past couple weeks I have had some discussions with NYS DOT about some ongoing bridge projects in our area.
 - Galloway Bridge – Finished paving last Monday. Project is complete!
 - Port Gibson Bridge – Possibly closing in August to start repair work.

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

Councilman Welch provided the highway report on behalf of Superintendent Boesel as he was still working on two water main breaks that occurred on East Foster St earlier in the day. He also added that the truck that was purchased earlier in the year is still in the queue to be fitted, it is just taking a bit longer as the country was put on pause during the pandemic.

Town Development: IT & Phones, Fire Protection Contracts, and Strategic Plans
- Councilman Mike Lambrich

Councilman Lambrich stated that there was nothing to report at this time.

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

1. Assessor’s Office Report for May:

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR’S OFFICE
MAY 27, 2020**

Grievance day was Tuesday the 26th of May this year. We had ten (10) filed grievances. Bamberger’s submitted their required grievance forms to continue their actions against the Town (7 parcels this year – last year was 6 parcels). There were five (5) stipulations. A stipulation is an agreement on a different assessment (other than what is on the tentative assessment roll), between the property owner(s) and myself.

This year was also the first year that chargeback notices were sent out. A chargeback is the new owner paying back the amount saved on a tax bill(s) for exemption that the previous owner had received. This does not include the STAR exemption. I had a couple of questions about them after they went out.

We will be sending out notice of change or no change in a few weeks, after all the paperwork is completed and signed by the Board of Assessment Review Chairman.

As always, if anyone has any questions or concerns, please don't hesitate to contact me at any time.

2. Code Enforcement/Zoning Office Report for May: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that included a list of building permits and certificates of compliance for April 21, 2020 thru May 26, 2020. Councilman Pipitone invited all to read it at their leisure.

3. Minutes from Zoning Board Meeting for May: There was no Zoning Board Meeting in May.

4. Minutes from Planning Board Meeting for May: There was no Planning Board Meeting in May.

5. Bid received for Lawn Cutting Services: Per Chapter 605 Yard Maintenance Code, Code Enforcement is to hire a contractor in the Town of Palmyra for properties in violation of Chapter 605. A bid was received from Warren Frederick to charge a one time fee, per visit, of \$125.00 for grass 12" or lower, and \$175.00 for grass over 12". This is \$25 higher per each cut than last year. Approval will be later in meeting.

INFORMATIONAL ITEMS

There were no additional informational items shared at the meeting.

AGENDA ITEMS

1. Approve: Approve Supervisor to sign Mowing on County Roads Agreement with Wayne County: Jim Welch made the motion to approve the Supervisor to sign the Mowing on County Roads Agreement with Wayne County. (Highway Superintendent Boesel reviewed and gave his okay.)

Second: Mike Lambrix

Vote: 4 Ayes. Carried

Brief discussion ensued and it was recommended that the county attorney be asked whether or not the Supervisor, or Deputy Supervisor, should sign the agreement as Mr. Miller as county chairman would sign on behalf of county as well.

2. Approve: Grass Cutting Service with Warren Frederick: Mike Lambrix made the motion to approve grass cutting service for the Town of Palmyra for properties in violation of Chapter 605, for a one time fee, per visit, of \$125.00 for grass 12" or lower, and \$175.00 for grass over 12".

Second: Todd Pipitone

Vote: 4 Ayes. Carried

3. Approve: Mowing at Town Hall: Mike Lambrix made the motion to have Frederick's Lawn Service cut the Town Hall grass for \$100.00 per week, until further notice.

Second: Todd Pipitone

Vote: 4 Ayes. Carried

Motion to approve claims and expenditures: Todd Pipitone made the motion to approve claims and expenditures for the month of May 2020, Vouchers #412 thru #513, totaling \$132,447.59.

Second: Jim Welch

Vote: 4 Ayes. Carried

Adjourn Meeting: At 7:30 PM, Mike Lambrix made the motion to adjourn the meeting.

Second: Todd Pipitone

Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

REGULAR TOWN BOARD MEETING
THURSDAY, June 25, 2020
7:00 PM - PALMYRA TOWN HALL