

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
March 28th, 2024**

At 7:00 p.m., Supervisor Gary Rose called to order the regular Town Board meeting, scheduled for Thursday, March 28th, 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

Councilman Todd Pipitone was absent.

Motion was made by Jim Welch to approve the minutes of the Town Board meeting which took place on February 22nd, 2024.

Second: Doug DeRue Vote: 3 Ayes. Carried

Councilman Cook abstained as he was absent.

ATTENDANCE

Also in attendance: Mike Catalano (EMS Advisory Board), Chuck & Julie Hartman, Don Wilkins, Casey Carpenter (Times of Wayne County), Linda Valley, Kathleen Catchman, and M. Williams.

HEARING

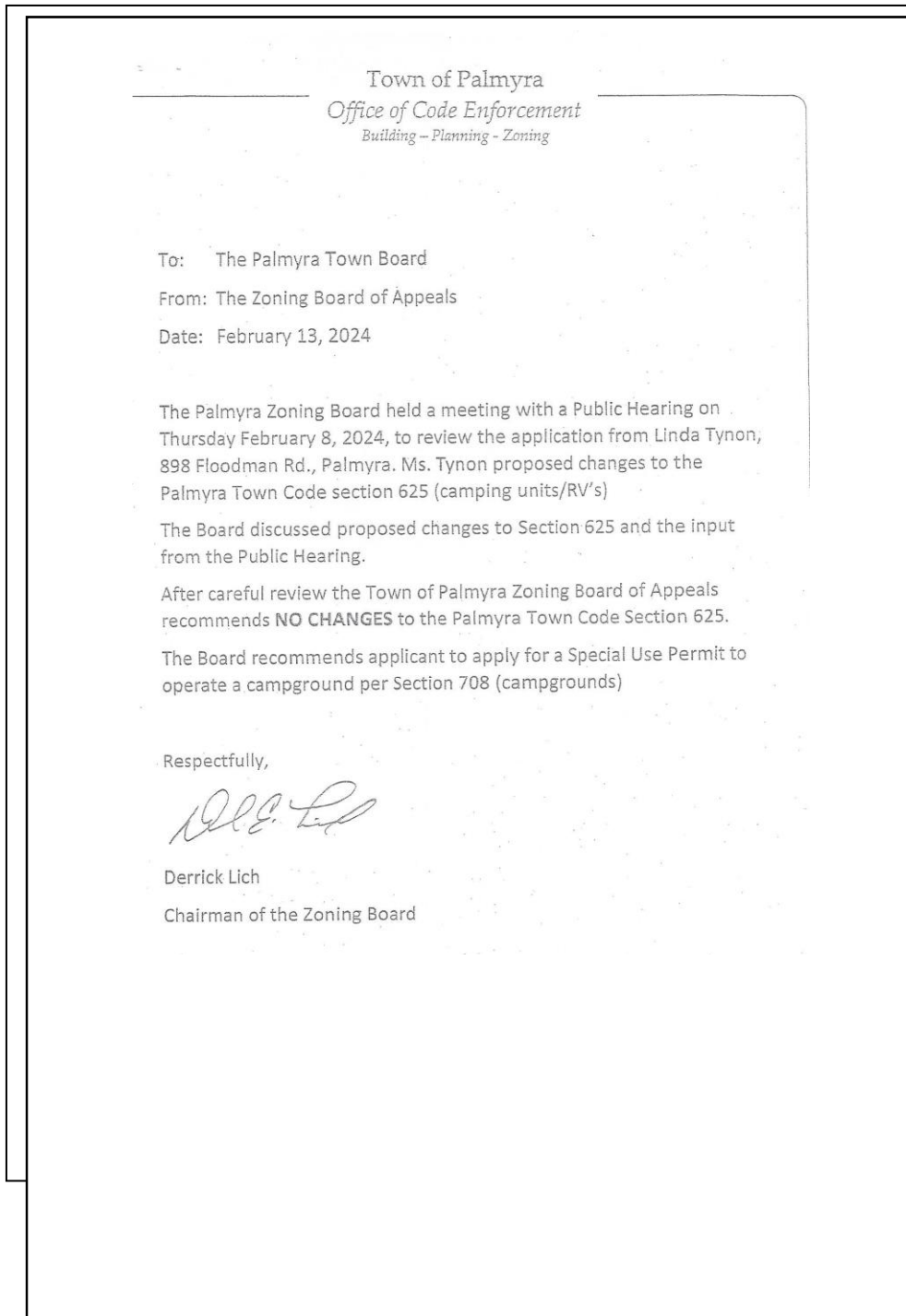
There was no official hearing this evening.

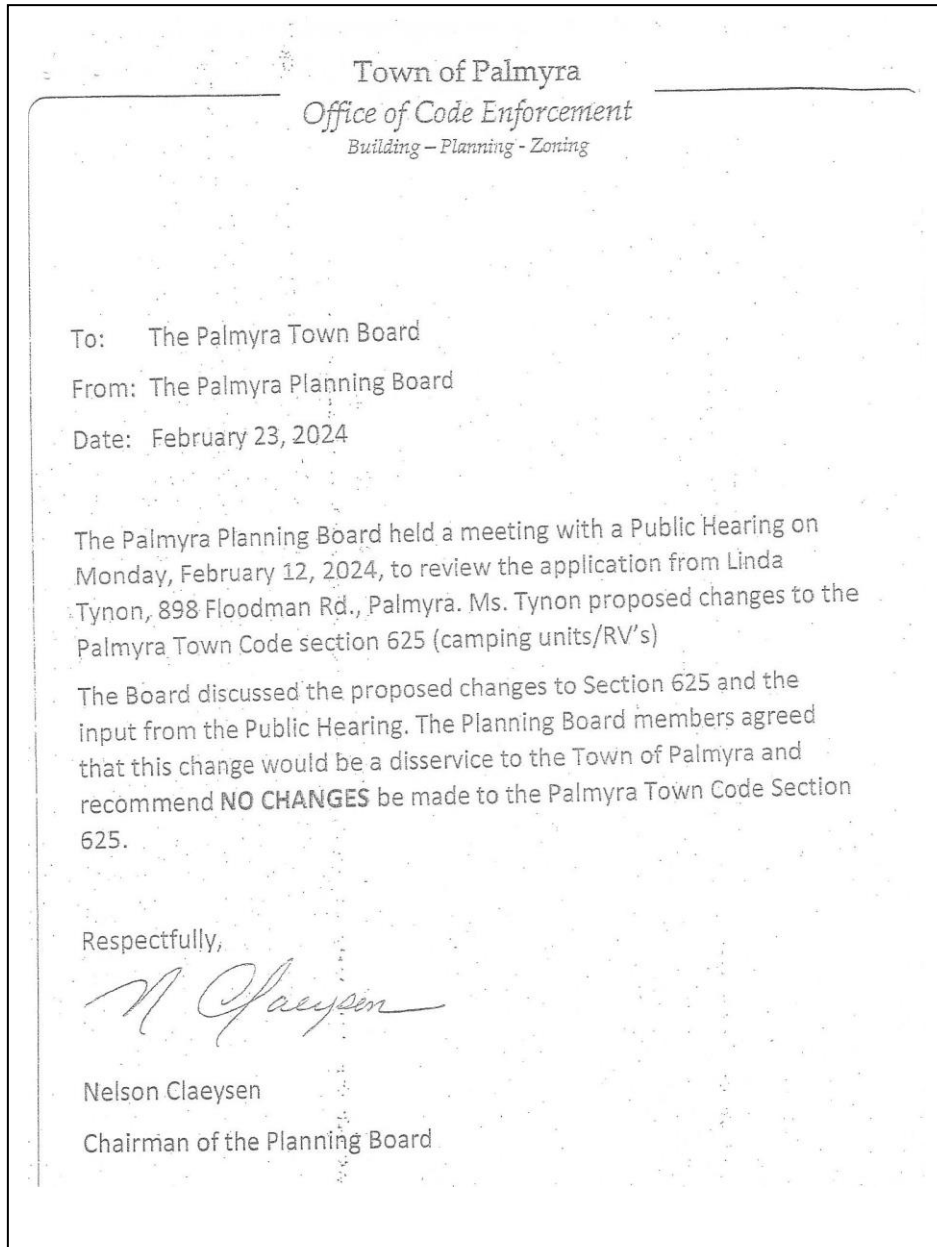
GUEST SPEAKER

Mike Catalano, our representative from the Wayne County EMS Advisory board, was delayed until early February, but the calls were low instance so it was acceptable. He also reported that because of the high volume of traffic expected for the Eclipse on April 8th, there will be 6 ambulances ready, and mercy flight ready on call.

COMMUNICATIONS RECEIVED

The following letters were submitted by the Palmyra Zoning and Planning Boards to the Palmyra Town Board with regards to the proposed changes to the Palmyra Town Code section 625 (camping units/ Rv's). Both boards recommended NO CHANGES to that code.





The following letter was received and emailed to the board on March 14, 2024, from Bear Hill Dr. resident Cheryl Deys. She and a neighbor are interested in purchasing a strip of land from the town that is behind the town hall to Bear Hill Dr. The board requested that the Town Clerk write them a letter.

March 9, 2024

Town Board of Palmyra

Dear Sirs:

My name is Cheryl Deys and I live at 3088 Bear Hill Drive. There is a section of land that my neighbor and I would like to purchase from the Town.

The said parcel of land is a 50' wide section of land that lies between my property 3088 Bear Hill Drive and 3078 Bear Hill Drive. I have maintained this section of land (mowing and such) for 56 years and my neighbor has pitched in and helped maintain it since she bought the property at 3078 Bear Hill Dr. a little over ten years ago.

I had contacted the prior owners hoping to buy it from them just about the time they sold the field behind Town Hall and the 50' strip by my house to the Town of Palmyra. I have in the past spoken with the prior Town Supervisor and his statement was that it was needed for access to the field, however the field can be accessed from either side of Town Hall. Years ago Bear Hill Dr. and Rolfe Street formed a loop back to Route 21 until the roadway at the end of Rolfe Street collapsed. Access to the field does exist on the south side of Town Hall as they enter the field a number of times during the summer to mow it.

I realize the sewer line runs through this section of land but I don't see where that would be an issue as long as we don't build any structures on that land.

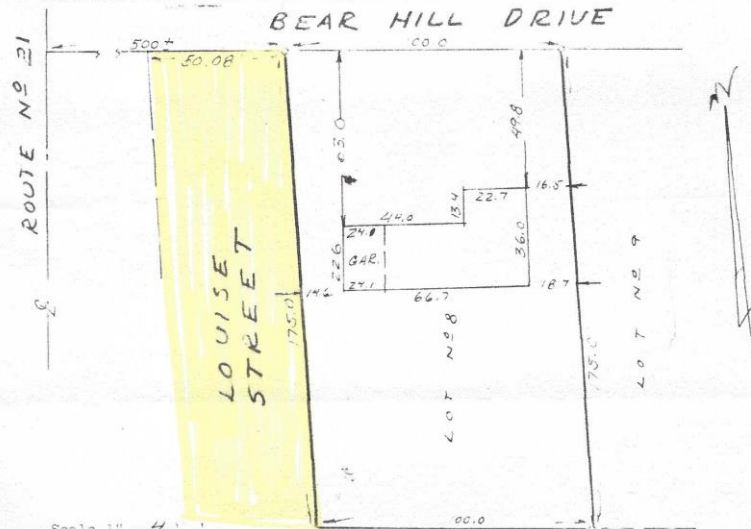
We would very much like to discuss this issue with you.

Sincerely,

Cheryl Deys
3088 Bear Hill Drive
Palmyra, NY 14522

Kathy Everdyke
3078 Bear Hill Drive
Palmyra, NY 14522

Reference Data Subdivision Map of Maps, Page 1 of Deeds, Page 1
 Showing one story dwelling; garage not attached
 Distance as shown from west property line actually measured.
 Monuments used: Yes No iron pipe
 All buildings on premises and any apparent encroachment by or on premises are shown.
 Main front wall is is not on apparent uniform set-back line.



Scale 1" = 40'
 J. J. FERGUSON
 Remarks: This information is for Henry McJannet
 This is not an instrument survey and information shown should not be used for building purposes or exact location of property lines.

Surveyed by -- HARNISH & LOOKUP
NEWARK, N. Y.

Dated: July 27, 1959

Signed Richard Stewart
 N. Y. State Professional Engineer
 or Land Surveyor, License No. 29521
 Job No. 57-7847

running a southerly course on top of the line side 90 rods

Councilman Welch commented that he was approached, and this is why we received this letter. After some discussion, it was concluded that there was no intention to sell until the board has had an opportunity to discuss what might be planned for behind the town hall...after the Comprehensive Plan is completed.

PUBLIC INPUT

Chris McPherson, residing at 4304 Hogback Hill Road, asked to address the board regarding a water issue on his property, but was unable to attend. The supervisor is hoping to speak with him before the next meeting.

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. Amended Policy against Discrimination and Harassment: The amended policy reflects current terminology for gender as well as a listing of updated compliance officers. There will be approval to accept asked for later in the meeting.

2. Old Landfill Update: We have met with LaBella and the inspection report has been accepted by the DEC, and we now have 60 days to file an approvable closure plan with the DEC. LaBella will be starting that process, and the public will be updated as we move along.

3. Budget Adjustment: There will be a budget adjustment for later on the agenda. This is to pay for the computers in the highway department that were approved at the last meeting.

4. STEP Schedule for Retirees: The current medical/dental plan for retirees has been in place, and capped at \$255.00, since 1987. Employees asked that the board revisit as costs for healthcare have risen significantly between 1987 and 2024! Discussion ensued, and the board decided that they would like to revisit this topic after they have been given more information.

Ultimately, the board would like to devise a formula that would be fair for both employees that have been here for at least 15 years, as well as fair to the taxpayers. They would also like to devise a formula that could be looked at on a regular basis and revisit this topic at the next meeting.

5. Switch to ADP from Paychex: The supervisor will ask for approval to sign an agreement to switch from Paychex to ADP later this evening. There will be a very significant cost savings (almost half) for the town with this change. Paychex never responded with a better offer when they were approached.

6. 2023 Annual Financial Report: The 2023 Annual Financial Report for the Town of Palmyra has been filed with the Office of the State Comptroller and with the Palmyra Town Clerk. This can also be emailed to anyone that might be interested in viewing it. The following legal notice was posted as required by law:

**LEGAL NOTICE
TOWN OF PALMYRA ANNUAL FINANCIAL REPORT
FISCAL YEAR 2023**

NOTICE IS HEREBY GIVEN, that the 2023 Annual Financial Report for the Town of Palmyra has been filed with the Office of the State Comptroller and with the Palmyra Town Clerk.

Said report is available for viewing by any interested party at the Town Clerk's office, 1180 Canandaigua Road, Palmyra, during regular business hours: 9 a.m. to 5 p.m., Monday through Friday. This can also be emailed to any interested party.

Dated: March 13, 2024

Irene E. Unterborn, Palmyra Town Clerk

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

1. Highway report for March: (Mr. Boesel was unable to attend, so Councilman Welch reported on his behalf)

**HIGHWAY SUPERINTENDENT REPORT
FOR TOWN BOARD MEETING 3/28/24**

Since the 2/22/24 Town Board meeting we have completed the following work:

- **Plowing/Sanding** –To date this winter season we have made a total of 50 trips out of the barn.

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

- March 2023 – 59 trips.
 - March 2022 – 86 trips.
 - March 2021 – 69 trips.
 - March 2020 - 88 trips.
 - March 2019 – 113 trips.
-
- **Salt Orders** – So far for the month of March we have not ordered any salt. For the winter season we have ordered 1013 tons of our 2500-ton allotment and remain at approximately 41% of our allotment.

 - **Tree Work** – We’ve had high wind events throughout the month which continue to knock down dead ash trees around the Town. On 2/28 and 2/29 the eastern portions of Palmyra were without power for many hours. We performed roadside tree cleanup work throughout the entire Town on a weekly basis throughout the past month. We also completed larger tree removal projects on Harris Road and Cornwall Road.

 - **Driveway Problems** – On 2/27, we performed driveway apron improvements to 3 homes on the north end of Parker Road. One had a failed driveway culvert where we replaced the rotten pipe. The other two driveways are much like our problem driveway on Hogback Hill Road. They are gravel driveways on a hillside that spill water/sediment into the road during high rain/runoff events. Like Hogback driveway, we installed a water deflector at the base of the driveway within the ROW area.

 - **Ditching**– We completed several ditching projects over the past month, including Hanagan Road, Leroy Road and some on Parker Road

 - **Training** –
 - On 2/28, the entire crew took part in UDIG – Certified Excavator Program training. This class was held at the Palmyra Town Hall and there were over 80 participants from surrounding municipalities.
 - On 3/26, the entire crew took part in our annual MSHA Training at Palmyra Highway

 - **Advocacy Day - CHIPs Funding** – Our annual Advocacy Day in Albany for more transportation funding was 3/5 and 3/6. The Governor had proposed cuts to some of our Programs. Since our visit, I understand the Senate and Assembly 1-house budgets propose restoring our funding and even a little more, but it remains to be seen if the Governor will agree.

- **SAM Grant** – In January, Supervisor Rose, CEO-Sheridan and I met with vendors regarding our Sprinkler/Fire Alarm project. We have received responses from vendors but are in the process of asking clarification questions currently. Next month we hope to be ready to discuss this project.
- **E.Foster RAW Water Project** – On 2/12, the Village crew started this project with the WCWSA. We hope to have all the installation completed by the end of this week. Asphalt and lawn restoration work will continue thru the Spring.
- **Sanitary Sewer Project Update** – Over the past several weeks, Villager has been working on the canal crossings for the 8” and 24” pipes. The week of 3/11, they completed this task on Kent Street, including digging down Kent Street and making all the pipe connections through this stretch. Turner has since set up in Macedon and has started that canal boring near the west end of West Wayne Plaza.

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

Councilman Cook asked if we could find out from Mr. Boesel how many working 10 wheelers we have and how much total weight a ten wheeler can haul when operated?

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

1. Town Clerk Report for March:

**TOWN CLERK OFFICE REPORT TO THE BOARD
MARCH 2024**

Through dog licensing in February 2024, we sold 150 licenses (up from 95 in Feb. last year) totaling \$1,265.00, misc sales, and marriage licenses, hunting/fishing, vital record requests, FOIL requests, Zoning & Escrow etc- added an additional \$2,312.35. Total check disbursements for the month of February were \$3,577.35. We have included a half page reminder letter with the tax receipts this year, reminding dog owners to license their dogs, and reminding landlords to tell new tenants to license their pets as well. We also pointed out that the animal control officer will be issuing appearance tickets for those that harbor unlicensed dogs!

March has been steady with Town and County tax collection and water payments. So far, since January 1, we have collected \$4,811,117.16 of the \$5,337,788.58 tax warrant.... leaving just \$529,596.36 to be collected until the final deadline of March 31st. We will be collecting on Monday April 1st as well because the weekend is the final collection day.

I attended the Association of Towns Meeting & Training School February 18-21, 2024, and once again came back with so much information! I learned even more about the grant processes that we will soon be able to take advantage of now that we are further into our Comprehensive Plan. These classes are much different than those I attend at the town clerk conference, and I obtained information about town support of cemeteries & what happens if a cemetery is “abandoned” (AKA goes broke) and how the town can help, some common pitfalls in budgeting, navigating the newest regulations for cannabis on a local level, new regulations for FOIL requests, and so much more!

It is impossible to attend all classes as there are about ten classes per hour to choose from, so I look forward to attending next year as well to gather even more information.

It was also very interesting to represent the Town as a delegate at the Legislative Program. With the proposed resolutions we voted on, it was made clear once again that the state is trying to take power away from the local level government (and our communities) so they can control our zoning, land, housing, courts, etc and impart more unfunded mandates on us and drive our taxes even higher. It was a unanimous vote in all cases for the Association to fight all the proposed changes.

Councilman Cook highlighted that all was running smoothly in the clerk’s office, and that the information brought back from training was useful and very important, and that it was always a good idea to be represented at the AOT conference.

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

1. Building Update: Councilman DeRue and the Town Clerk met with carpet companies to get ideas and quotes for possible replacement / cleaning of town hall flooring. We are working on several options, including doing only some areas at a time. Councilman Cook has been concentrating on finalizing quotes for outdoor maintenance and repairs to the building. AirQuip was called to figure out why there was no heat on the southeast side of the building.

Town Development: IT & Phones, Strategic (Comprehensive) Plans, Code Enforcement/Planning Board and Security:

- Councilman Todd Pipitone (Absent)
Reported by Town Clerk, Irene Unterborn

1. Comprehensive Plan: The Public Workshop #1 on March 6th went really well, and MRB is going through all the gathered information now. In total there were 69 attendees, 387 sticky notes & there are now over 244 responses to the survey. Thank you to everyone that came and participated!

If you could not attend in person, please go to the www.palmyrany.com website to look at the workshop materials and stay tuned for our next public workshop in the summer. In the meantime, you have until March 31st to complete the survey, or sign up for the updates. Hard copies of the survey are available at the Town & Village Halls, or by visiting <http://tinyurl.com/PalmyraCommunitySurvey> or by scanning the QR code:



The clerk is facilitating a joint meeting with the village, town, steering committee, and MRB. The board agreed to Monday May 13th, 2024, at 6:30 PM. Mr. Cook commented that the March 6th program was very well presented, and that he was looking forward to seeing the information gathered. This will include results, maps, and prioritizing to make sure we are all on the same page.

2. CEO Report for March: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates of compliance for February 20, 2024, through March 26, 2024.

3. Minutes from Zoning Board Meeting from March 2024: None from this month.

4. Minutes from Planning Board Meeting from March 11, 2024: The minutes for the Planning board meeting were shared with the town board.

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

1. Assessor’s Report for March:

REPORT TO THE TOWN BOARD FROM THE ASSESSOR’S OFFICE
March 2024

It has been an extremely busy exemption season. We are continuing to process applications and update our records. We are also working on other file updates to submit our tentative file to the County mid-April.

We attended the Wayne County Assessors meeting on March 12, 2024

We expect to send exemption determination letters in the next couple of weeks to inform residents of application status for the Partial Senior Exemption and for Enhanced STAR applications.

We have processed February sales. 5 Village and 2 Town sales. There are 2 Parcel split requests.

The following are the sales/transfers for February.

February 2024 Sales/Transfers						
MAP #	HS #	STREET	**	SALE \$	SALE DATE	TAV 2024
64111-15-578465-01	380	Birdsall Pkwy		200,201	02/12/2024	168,400
65111-09-022525-01	233	Howell St	**	15,000	01/09/2024	104,700
64111-12-752549-01	240	Fayette St	**	60,000	02/12/2024	111,900
64113-06-344962-89	3328	Maple Ave	**	0	02/15/2024	305,100
64111-10-362501-01	146	Hyde Pkwy	**	125,000	02/16/2024	104,800
67112-00-204271-89	5120	Tellier Rd	**	0	02/19/2024	91,300
64111-11-562584-01	107	Birdsall Pkwy	**	20,400	02/16/2024	39,300
TAV – Total Assessed Value			**	Indicates a Non Arm’s Length sale/Transfer		

Please let me know if you have any questions.

Thank you,
Paula Ruthven

2. Letter Thanking Julie Hartman: The Town received a thank you card from the Green Angels expressing their appreciation for Julie Hartman’s cheerfulness, efficiency, and attentiveness in her job in the assessor’s office. Thank you, Julie!

INFORMATION

Reminder of the **Total Solar Eclipse on April 8th, 2024**. There is a family friendly “Tailgating Event” with music, food, etc at the WC Fairgrounds here in Palmyra. \$25.00 per carload of people, or \$7.00 per person.

Also, the Town Clerk’s Office has eclipse glasses...please come visit if you need some. They are FREE, and we need to limit them to 3 per family, please! This is a once in a lifetime event here, so enjoy and be safe!

TOWN AGENDA ITEMS

1. Approve: Budget adjustments for the General Fund: Jim Welch made the motion to approve the following Palmyra Town Budget Adjustments for the General Fund, as written:

Second: Brad Cook Vote: 3 Ayes. Carried

<u>Account #</u>	<u>Account Title</u>	<u>Increase</u>	<u>Decrease</u>
50102.01.000.00	Highway Superintendent- Equipment	1252.00	
51322.01.000.00	Garage- Equipment		(1252.00)
	TOTAL BUDGET ADJUSTMENTS:	1252.00	(1252.00)

2. Approve: Amended Policy against Discrimination and Harassment: Brad Cook made the motion to approve the amended policy against Discrimination and Harassment.

Second: Doug DeRue Vote: 3 Ayes. Carried

3. Approve: Printer Purchase for Code Enforcement Office: Doug DeRue made the motion to approve the purchase of a printer for the Code Enforcement Office, not to exceed \$372.74. This was not a budgeted expense, but very needed.

Second: Brad Cook Vote: 3 Ayes. Carried

4. Approve: Town Clerk Conference: Brad Cook made the motion to approve Town Clerk to attend the Town Clerk Conference in Albany April 21 -24, 2024, not to exceed \$1200.00. This is a budgeted expense.

Second: Jim Welch Vote: 3 Ayes. Carried

5. Approve: Switch from Paychex to ADP for Payroll Services: Doug DeRue made the motion to approve switching from Paychex to ADP for Payroll Services, and to allow the Supervisor to sign the agreement. This is being done at a big cost savings, and it has been stressed that this must be a smooth transition for all employees.

Second: Brad Cook Vote: 3 Ayes. Carried

6. Approve: Resolution #5-2024 Authorizing Execution of Letter for Municipal Advisor Services: Jim Welch made the motion to approve Resolution #5-2024 Authorizing the Execution of Letter for Municipal Advisor Services, as written:

Doug DeRue seconded the motion, and a roll call vote was requested.

Councilman Welch	Aye
Councilman Cook	Aye
Councilman DeRue	Aye
Supervisor Rose	Aye

Vote: 4 Ayes. Carried.

RESOLUTION #5-2024

**Resolution Authorizing Execution of Letter for
Municipal Advisor Services
(Bernard P. Donegan, Inc.)**

BE IT RESOLVED BY THIS TOWN BOARD AS FOLLOWS:

(1) The firm of Bernard P. Donegan, Inc., is hereby designated Municipal Advisor to the Town of Palmyra

(2) Said firm shall be compensated for its services to be rendered in accordance with its letter of services dated March 21st, 2024.

(3) The Supervisor is hereby authorized to execute and deliver said letter of services.

(4) The resolution shall take effect immediately.

**Duly moved and carried by the Town Board of the Town of Palmyra
at the meeting held on March 28th, 2024**

MOTION TO APPROVE CLAIMS AND EXPENDITURES

Brad Cook made the motion to approve claims and expenditures for February 2024: Vouchers #2024-259 through #2024-388 totaling \$215,839.84.

Second: Doug DeRue Vote: 3 Ayes. Carried

MOTION TO ENTER INTO EXECUTIVE SESSION

At 7:30 PM, Brad Cook made the motion to enter executive session to discuss pending litigation.

Second: Jim Welch Vote: 3 Ayes. Carried

Supervisor Rose announced that there would be no decisions made after the executive session.

MOTION TO EXIT EXECUTIVE SESSION

At 8:30 PM, Doug Derue made the motion to exit executive session.

Second: Brad Cook Vote: 3 Ayes. Carried

MOTION TO ADJOURN

At 8:31 PM, Doug DeRue made the motion to adjourn the meeting.

Second: Brad Cook Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Palmyra Town Clerk

**TOWN BOARD MEETING
EAST PALMYRA FIRE HALL
April 25th, 2024, at 7 PM**