

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
February 22, 2018**

At 7:01 p.m., Deputy Supervisor Jim Welch (Supervisor Kenneth Miller was absent) called to order the Town Board meeting, scheduled for Thursday, February 22, 2018, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

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

Upon roll call, the following Board members were present:

James Welch, Deputy Supervisor
Michael Lambrix, Councilman
Todd Pipitone, Councilman
Bradley Cook, Councilman

Supervisor Kenneth Miller was absent.

Motion was made by Mike Lambrix to approve the minutes of the regular Town Board meeting which took place on January 25, 2018.

Second: Brad Cook

Vote: 3 Ayes. Carried

ATTENDANCE

Also attending was: Jim Lester, Marc Carrier, Richard Hagar, Frank VasCukynas, and Highway Superintendent Mike Boesel.

HEARING

There was no official hearing this evening.

COMMUNICATIONS

Information was received from Mr. Carrier and the Garnsey Rd. residents and was emailed to the board for review on February 21, 2018. Copies were also included in the board packets. **ATTACHMENT A**

PUBLIC INPUT

Prior to the meeting, Mr. Carrier, Mr. Vascukynas, and Mr. Hagar (Palmyra Neighbors) requested to speak regarding Garnsey Road, and the information that was provided earlier. Mr. Welch pointed out that as Mr. Miller was absent he would do the best he could with the information.

Mr. Carrier began by pointing out he simply wanted to verbally cover what was included in the material: Town minutes from October 2014, Phyto remediation information, and an article referring to contaminated wood. Discussion ensued, and he also mentioned that he felt that there was seepage from the old landfills and that possible contamination of private property reaches beyond the town property.

Deputy Supervisor Welch said that he spoke to the supervisor, and that he had e-mailed the DEC and was waiting a reply.

**SUPERVISOR
REPORTS****REPORTS OF STANDING COMMITTEES**

**Supervision: Animal Control, Human Resources, Historian, and Finance -
Supervisor Ken Miller – ABSENT-**

Deputy Supervisor Welch asked the Town Clerk to report on behalf of the Supervisor in his absence this evening.

1. NYS DEC Notice: “Notice of Complete Application and SEQR Unlisted Negative Declaration” for Dolomite Products CO, Inc. was included in the board packets, simply as an informational item. No action required on our part.

2. Finger Lakes Ambulance Contract: The town clerk retyped the entire Finger Lakes Ambulance Contract to make it easier to make changes rather than the hard copy given to us. A Word Document was then forwarded to EMS Rep. Mike Catalano and Supervisor Miller.

3. Canandaigua National Bank: Though there are no banking changes anticipated at this time, Andrea O’Sullivan, the Government Banking Representative from Canandaigua National Bank, met with the Supervisor and Bookkeeper. Her bank information packet was scanned and emailed to the board the previous week. The Town clerk has kept the hard copy if anyone should like to review it.

4. 2017 Audit of Town Courts: The Supervisor and Bookkeeper completed the 2017 Audit of Courts on February 15, 2018. All was found to be in order, and the hard copy will be kept in the Town Clerk Office if anyone would like to review it.

5. Statutory Installment Bond: We received notification from Key Bank that Statutory Installment Bond rate will indeed be 3.25%.

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

1. Town Clerk Report for February:

TOWN CLERK OFFICE REPORT TO THE BOARD **FEBRUARY 2018**

January and February have been steady with Town and County tax collection and water payments. So far, since January 1, we have collected \$3,526,140.97 of the \$4,535,021.74 tax warrant....leaving just \$1,009,053.94 to be collected until the final deadline of March 31st. One half of the total warrant was received in the last week of January alone!! As you know, water collection transactions have substantially increased in number as Newark and Lyons no longer collect on behalf of the Wayne County Water and Sewer Authority.

Through dog licensing in January, we sold 111 licenses (16 "new"), totaling \$900.00, misc sales – FOIL requests, marriage licenses, hunting/fishing, vital record requests, zoning etc- added an additional \$6,044.01. Total check disbursements for the month of January were \$6,944.01. With the town tax receipts, we have included a small mailer to remind the public that all dogs need to be licensed annually, which has already resulted in numerous "new dogs" being registered with us. We will also be issuing court appearance tickets to dog owners that have not licensed, and have not responded to our numerous attempts to contact them.

I applied to the Wayne County Clerks Association, and received, a \$150.00 scholarship, to attend the NYS Town Clerk Association conference held in Albany, New York, April 22-25, 2018. As always, these meetings are very important as it is where I learn new rules, regulations, and laws that are essential to serving as Palmyra Town Clerk. When the meetings are closer (Buffalo or Rochester), I attended and then drove home each day. In order to be able to apply for the scholarship, I had already been approved for the conference by the board, thank you!

2. 2018 Elections: The WC Board of Elections needs to know by March 2nd if there will be any town office vacant, that would need to be voted for in this November's election. The board stated they knew of no open positions at this time, and after the meeting the proper forms were filed by the town clerk.

3. Building update: Since the gutters were reinstalled and the insulation complete in the attic, there has been no ice damming visible at the town hall. There is no new information regarding the interior locks, Mr. Cook will be contacting the local locksmiths.

4. Extreme Act of Kindness: A resident of Maple Avenue asked that I share with the board an “extreme act of kindness” that our Town Employees, Julie and Chuck Hartman showed towards her elderly mother that had fallen. Julie and Chuck were driving home when they saw an elderly woman on her hands and knees climbing towards her house. They not only stopped and made sure she was okay and back in the house safely, but also alerted the family at a different address to be sure they could come and be certain she was really okay. (She refused any medical treatment). The woman’s daughter wanted us to know how grateful their entire family was that they took the time to aid her!!

5. Smart 911: The Smart 911 program allows the public to register their cell phones so that emergency services know who you are as soon as you call. Mr. Catalano will go over this program in detail at the next meeting.

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

1. Highway Department report for February: Highway Superintendent Mike Boesel submitted the following report that covers January 25th through February 22, 2018:

**Highway Superintendent Report
For Town Board Meeting
02/22/18**

Since the 1/25/18 meeting we have completed the following work:

- **Plowing/Sanding** –To date this winter season we have made a total of 90 trips out of the barn.
A comparison to this point of the previous 4 winter seasons is below:
 - February 2017 - 68 trips
 - February 2016 - 50 trips.
 - February 2015 - 97 trips.
 - February 2014 - 110 trips.

Other miscellaneous items include:

- **Salt Orders** – So far for the month of February we have ordered 314 tons of salt. To date this winter season we have ordered 1858 tons of our 2400 ton allotment, which approximately 77% of our requested allotment.
- **Winter Fleet Maintenance** – Over the past 30 days we have continued with general maintenance on the entire fleet.
- **Advocacy Day - CHIPs Funding** – In 1.5 weeks I will be attending our annual Advocacy Day in Albany on Wednesday March 7th. Last year we received money in two existing programs, PAVE-NY and BRIDGE-NY, and a new 1-year program Extreme Winter Recovery (EWR), but no increase to our CHIPs base funding. This year the Governor proposes to keep CHIPs flat again, continue with PAVE-NY/BRIDGE-NY, but not EWR. A total of 19

active and retired Highway Superintendents from Wayne County are planning to attend again this year.

- **Truck Barn Project** – The 2nd half of February has allowed us to start work to the rear of the existing Truck Barn. On 2/14/18, we disassembled the former Dog Kennel and Sign Trailer from the rear of the existing Truck Barn. On 2/15/18, John LeFrois and Jim Baker visited and we excavated 4 test holes around the perimeter of the new Truck Barn to analyze the existing soil conditions. The soils report is expected in a couple weeks. I understand Bluescope is currently designing the structure and LeFrois is currently finalizing the permit drawings. Next week LeFrois is hoping to layout the building corners for us. Over the next couple weeks we intend to issue RFPs for subcontractor work. By the time of our March meeting we are hoping to start disassembling our existing Truck Barn to prepare the site pad.
- **Main Shop Improvements** – This coming weekend, RL Powers will be installing our new overhead infrared Vantage II heating system in the Main Shop space. In the coming weeks, with cooperative weather, we hope to install the underground propane tank.
- **Palmyra Municipal Auction** – The date has been set for Saturday May 12, 2018. I will have the Auction Contract on the March agenda for approval. I have already met with our Auctioneer regarding our Truck Barn project which will be ongoing concurrently during the Auction. No issues are expected.
- **Village Budget** – Its budget season in the Village and I had my first budget meeting this past Monday night.

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

2. Highway Facility Update: John Lefrois provided updated prints of the highway building so that bid packets for overhead doors, electric, and heat can be assembled. He stated they are about 30 days out from clearing the site pad.

3. Speed Reduction Request for Macedon Ctr. Road: Resolution later this evening to get things started. It is a county highway, and there was a petition submitted.

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

1. CFO Audits: The CFO's annual audit was completed January 30, 2018 by Councilmen Cook and Pipitone. All was satisfactory.

2. Fiber Optics at Town Hall: Installation of fiber optics to the town hall was complete, and now Spectrum is working with Integrated Systems to complete the process of hooking into our systems. At that time, our systems are expected to run much quicker. Councilman Pipitone pointed out that all cable customers using Spectrum will have now noticed that all televisions will need cable boxes to work at all!

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

1. Assessor's Office Report for February:

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR'S OFFICE
February 15, 2018**

We have been very busy this month with the STAR, agricultural and senior citizens exemptions. Our seniors are getting older every year and their memories are not as good as they used to be. This is making it harder for their families to find the information that we need to grant the exemptions. Many of the caretakers have to make multiple visits to our office in order to get us all the information that we need, thus increasing our load of repeat visitors.

We have sent out reminder post cards for both our Sr. (enhanced) STAR list as well as our Sr. Citizen list. If needed we will be making phone calls in the next week or so to be sure we get everyone gets there forms in by the March 1st deadline.

Peggy Hill from ORTPS (Office of Real Property Services) came in a couple of weeks ago to go over my numbers for the level of assessment (LOA). For the 2017 roll we were at 98%. However for the 2018 roll I am going to have to claim 90%. That is why we are now planning on doing the update for 2019, a year earlier than planned.

This also makes it even more important to get a new Board of Assessment Review member. Derry's term is up in September and I am not sure that he is going to want to be reappointed.

We only have three other members at this time for May of 2018. It is very important that we have an additional member of the board as soon as possible. This will need to be done before April of 2018, as new members must attend training at the county. If we get 1 new member this year we still may need another for next year.

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

Councilman Lambrix pointed out that there will be a resolution authorizing reassessment and update for 2019 later this evening.

2. Code Enforcement/Zoning Office Report- 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 January 23, 2018 thru February 20, 2018. Councilman Lambrix invited all to read it at their leisure.

4. Minutes from Zoning Board Meeting for February: Minutes from the February 8th, 2018 Zoning Board meeting were shared with the board.

5. Minutes from Planning Board Meeting for February: Minutes from the February 12th, 2018 Planning Board meeting were shared with the board.

Information

1. Mike Catalano- EMS Advisory Report: Mr. Catalano was unable to attend this evening, but as was stated before, he will discuss the Smart 9-1-1 program in detail at the next Town Board meeting.

2. Wayne County Sheriff report regarding North Creek Road Incident: The WC Sheriff office forwarded a copy of an incident report regarding vehicles that were stored in the right of way on North Creek Rd. The vehicles were ultimately relocated by the owner. This Incident report will be **ATTACHMENT B**

Agenda Items

1. Approve: Approve Resolution #6-2018 authorizing the Assessor to Perform and Undertake a 2019 Reassessment Update as written: Councilman Lambrix asked to waive the reading of the resolution and the made the motion to approve Resolution #6-2018 authorizing the Assessor to Perform and Undertake a 2019 Reassessment Update as written.

Second: Todd Pipitone

Vote: 3 Ayes. Carried

**RESOLUTION #6-2018 Authorizing the Assessor
For the Town of Palmyra to
Perform and Undertake a 2019 Reassessment Update**

WHEREAS, Section 305 of the New York State Real Property Tax Law mandates uniform and equitable assessments; and

WHEREAS, computer-assisted mass appraisal systems, technical advice, and financial assistance are available by cooperative agreement with the New York State Office of Real Property Tax and the Wayne County Real Property Tax Services Agency; and

WHEREAS, the last town-wide reassessment of our real property took place in 2013, and

WHEREAS, the Town Board is convinced that a reassessment is necessary to comply with Section 305 of the New York State Real Property Tax Law;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of Palmyra, New York as follows:

SECTION 1. That the Assessor of the Town of Palmyra is hereby authorized to undertake and implement a revaluation/ update for the 2019 Assessment Roll.

SECTION 2. That the Town Board does hereby agree, in conjunction with the New York State Office of Real Property Tax Services Agency, to support the Town's Assessment Staff in this reassessment.

This resolution shall take effect immediately.

DATED: February 22, 2018

2. Approve: Approve purchase of Bobcat E55 Mini Excavator: Brad Cook made the motion to approve a budgeted equipment replacement purchase of a Bobcat E55 Mini Excavator, not to exceed \$57,940.90. The current one will be a guaranteed sale at auction for \$55,000.00.

Todd Pipitone seconded, and a roll call vote was requested.

Councilman Lambrix Aye
Councilman Pipitone Aye
Councilman Cook Aye

Vote: 3 Ayes. Carried

3. Approve: Approve purchase of Bobcat S650 Skidsteer: Todd Pipitone made the motion to approve a budgeted equipment replacement purchase of a Bobcat S650 Skidsteer, not to exceed \$39,569.80. The current one will be a guaranteed sale at auction for \$37,000.00.

Second: Brad Cook

Vote: 3 Ayes. Carried

4. Approve: Resolution #7-2018 Speed Reduction Request from Macedon Center Rd Residents as written: Mike Lambrix made the motion to approve Resolution #7-2018: Speed Reduction Request from Macedon Center Rd Residents as written:

Second: Todd Pipitone

Vote: 3 Ayes. Carried

**RESOLUTION #7-2018: SPEED REDUCTION REQUEST
IN RESPONSE TO PETITION FROM RESIDENTS
ON MACEDON CENTER ROAD**

WHEREAS, a letter had been forwarded by Senator Pam Helming’s office, regarding a petition she received, which asks, for the safety of the children, to review traffic conditions on Macedon Center Road between the intersections of Maple Avenue and Daansen Road, and,

WHEREAS, the petition that was signed by all the residents of the adjacent trailer park, requests a speed reduction to 30 MPH, with a change in signage to include “School Bus Stop”, and,

THEREFORE, BE IT RESOLVED that the Town Board of the Town of Palmyra requests that the Regional Traffic Engineer in the New York State Department of Transportation, Region 4, conduct a study of said road, and make recommendations to the Town Board of ways to resolve these issues.

Dated: February 22, 2018

- ATTACHMENT A** Communications from Garnsey Rd residents
- ATTACHMENT B** Sheriff's Incident report N Creek Rd 2/2018
- ATTACHMENT C** Paul Rubery, Town Attorney's written
opinion regarding the Highway project.

Regular Town Board Meeting
Thursday March 22, 2018
7:00 PM – PALMYRA TOWN HALL