

**REGULAR MEETING OF THE TOWN BOARD
AND PUBLIC HEARINGS
EAST PALMYRA FIRE HALL
OCTOBER 28, 2021**

At 7:00 p.m., Supervisor Miller called to order the Town Board meeting and public hearing, scheduled for Thursday, October 28, 2021, at the East Palmyra Fire Hall, 2145 Whitbeck Road, Palmyra, New York.

HEARING

The following legal notice is for three public hearings scheduled for this evening. The following is the legal notice that had been printed in the Town's official newspaper, *The Times of Wayne County*, and posted on the Town Hall's bulletin board previous to these hearings, in accordance with law.

**PUBLIC HEARING FOR
VILLAGE OF PALMYRA FIRE PROTECTION DISTRICT
EAST PALMYRA FIRE PROTECTION DISTRICT
PORT GIBSON FIRE PROTECTION DISTRICT**

WHEREAS, the Fire Protection District Contracts are about to expire and a three-year contract for East Palmyra, Port-Gibson, and Village of Palmyra, is to be considered for each of these three (3) Fire Protection Districts, and

WHEREAS, a Public Hearing is required by law,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Palmyra, Wayne County, will meet at the East Palmyra Fire Hall, 2145 Tellier Road, East Palmyra, New York, on the 28th day of October, 2021 for the purpose of considering contracts proposed by said Town Board to be entered into with the Village of Palmyra at 7:00 p.m., the Port Gibson Fire Department at 7:05 p.m., and the East Palmyra Fire Department at 7:10 p.m., for the furnishing of fire protection to said Town, at which time and place the Palmyra Town Board will consider such proposed contracts and all persons interested in same.

AND BE IT FURTHER RESOLVED that the Town Board will, at said times and place, hear all persons in favor of, or against, items within said contracts. Interested persons may be heard in person, by attorney or agent, or in writing.

DATED: September 24th, 2021

BY ORDER OF THE PALMYRA TOWN BOARD

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
Todd Pipitone, Councilman
Doug DeRue, Councilman

HEARING – VILLAGE FIRE DISTRICT

At 7:00 PM, Todd Pipitone made the motion to open the hearing for the Village of Palmyra Fire District.

Second: Brad Cook

Vote: 4 Ayes. Carried

Don Wilkins asked many questions, including whether or not all roads have hydrants? The village does. Further discussion ensued.

At 7:05 PM, as there were no further questions, Todd Pipitone made the motion to close the hearing.

Second: Brad Cook

Vote: 4 Ayes. Carried

HEARING- PORT GIBSON FIRE DISTRICT

At 7:05 PM, Todd Pipitone made the motion to open the hearing for the Port Gibson Fire District.

Second: Brad Cook

Vote: 4 Ayes. Carried

Don Wilkins asked the board why we don't pay into each equipment fund, and why we do not pay each of the fire departments the same amount? It was explained that each agreement is negotiated separately according to coverage and need.

At 7:12 PM, as there were no further questions, Todd Pipitone made the motion to close the hearing.

Second: Brad Cook

Vote: 4 Ayes. Carried

HEARING- EAST PALMYRA FIRE DISTRICT

At 7:12 PM, Todd Pipitone made the motion to open the hearing for the East Palmyra Fire Protection District.

Second: Brad Cook

Vote: 4 Ayes. Carried

The fact that there was just a one-year contract being negotiated for East Palmyra was questioned, and after much discussion between Mr. Wilkins and the town board, Mr. Wilkins ended his comments by blessing the volunteers as “we would be a mess without them”.

At 7:23 PM, as there were no further questions, Todd Pipitone made the motion to close the hearing.

Second: Brad Cook

Vote: 4 Ayes. Carried

HEARING- PROPOSED BUDGET FOR 2022 CALENDAR YEAR

The following is the second legal notice that had been printed in the Town’s official newspaper, *The Times of Wayne County*, and posted on the Town Hall’s bulletin board, previous to these hearings, in accordance with the law:

LEGAL NOTICE**TOWN OF PALMYRA - NOTICE OF PUBLIC HEARING
UPON PRELIMINARY BUDGET FOR CALENDAR YEAR 2022**

NOTICE IS HEREBY GIVEN, that the Preliminary Budget of the Town of Palmyra for the fiscal year beginning January, 2022 has been completed and filed in the Office of the Town Clerk, Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York, where it is available for inspection by any interested persons during normal business hours.

FURTHER NOTICE IS HEREBY GIVEN, that the Town Board of the Town of Palmyra, will meet and review said preliminary budget and hold a Public Hearing thereon at the East Palmyra Fire Hall, 2145 Tellier Road, Palmyra, NY, at 7:15 PM on the 28th day of October, 2021. At this hearing any persons may be heard in favor of or against the Preliminary Budget as compiled, or for or against any item or items therein contained.

Pursuant to section 108 of the Town Law, the proposed salaries of the following Town Officers are hereby specified as follows:

Town Supervisor	\$ 35,844
Town Justices (2)	\$ 30,991
Town Councilpersons (4)	\$ 18,106
Town Clerk	\$ 51,687
Superintendent of Highways	\$ 80,489

Dated: September 29, 2021
BY ORDER OF THE TOWN BOARD

At 7:23 PM Todd Pipitone made the motion to open the hearing to discuss the proposed 2022 Town Budget. There was some explanation of the budget, and one change noted to the Preliminary Budget (\$700.00 added to "Payments on Fire Contract").

Second: Jim Welch

Vote: 4 Ayes. Carried

As no one asked to speak, Todd Pipitone made the motion to close the hearing at 7:30 PM.

Second: Jim Welch

Vote: 4 Ayes. Carried

Supervisor Miller thanked the board for the hard work they put into preparing this budget during such a tough year. He explained that during this past pandemic year, the main source of tax revenue in Wayne County was actually internet sales.

REGULAR TOWN BOARD MEETING

At 7:31 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, October 28, 2021, at the East Palmyra Fire Hall, 2145 Whitbeck Road, Palmyra, New York.

Motion was made by Todd Pipitone to approve the minutes of the Town Board meeting from September 23, 2021, as well as the Special Town Board Meeting on September 28, 2021.

Second: Doug DeRue

Vote: 4 Ayes. Carried

Also attending was: John Rush, Don Wilkins, Ernest Rothfus (East Palmyra Fire Dept), Jeanne Garlock, Mike Catalano, Lyle Caward, Joan Knapp, Beth Hoad, Scott Comegys, Terrance Footer, Casey Carpenter, Highway Superintendent Mike Boesel, and Marc Carrier.

GUEST SPEAKER

Mike Catalano, our representative from the Wayne County EMS Advisory Board, reported to the board that in September 2021 Finger Lakes Ambulance had 68 calls in Palmyra, and only 7 were covered by mutual aid. FLA also covered an additional 37 mutual aid calls in the surrounding area, with all 105 calls being covered in under 10 minutes. He also reported that staffing is at a critical low level which will only get tougher to staff after the vaccine mandate goes into effect. Further discussion ensued, and Supervisor Miller thanked Mr. Catalano for “keeping an eye” on FLA, and making sure that Palmyra continues to be a priority. The Town Clerk will check on the current contract with FLA.

COMMUNICATION RECEIVED

No communications were received for this evening.

PUBLIC INPUT

None at this time

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, Historian, Justices, and Finance - Kenneth Miller, Chairman

1. Report from DEC Re: Water at Old Landfill: There are no updates at this time.

2. Girl Scout Troup #40298 announces recipients of the Silver Star: The Girl Scouts of NYPENN Pathways, Inc. are proud to announce Elizabeth Friedman and Arianna Knolla of Palmyra, NY Troop 40298 are the recipients of the Girl Scout Silver Award - the highest honor a Girl Scout

Cadette can earn - spending a minimum of 50 hours on a sustainable project, which will affect their community for years to come. The Scouts built and delivered collection boxes to benefit the Humane Society of Wayne County. Their mission was to help shut-ins get the things they need to care for their pets. By providing these pet care essentials, we are keeping animals out of shelters and with the people they love.

The Girl Scouts are also proud to announce that Olivia Feagle, Madison Lupi, Savannah Montgomery, Nicole Rex and Siri Comegys of Palmyra, NY Troop 41223 are the recipients of the Girl Scout Bronze Award. This award is the highest honor a Girl Scout Junior can earn spending a minimum of 20 hours on a sustainable project that will make an impact on their community for years to come. For this project the girls brainstormed different ideas, looked into community needs, and eventually decided that they wanted to do something for children battling life threatening illness. They came up with a variety of ideas but ultimately decided on making no sew blankets for sick children. To go with the blankets the girl's asked family and friends for donations of crayons, coloring books, and new stuffed animals.

Supervisor Miller has sent thank you letters to commend these Scouts for their community service.

3. Contract with the Humane Society of Wayne County: The WC Humane Society forwarded a new contract for admission, transportation and/or euthanizing. Will look for approval later in meeting.

4. Municipal Shelter Inspection Report: A "Dog Control Officer Inspection Report", as well as "Municipal Shelter Inspection Report" was performed on October 6th, 2021. All was found to be satisfactory, and in good order.

5. Potential ARPA funding for the Town of Palmyra: There was much discussion with regards to the America Rescue Plan Act, and what is available/ and not available to us. The idea for a town hall generator, as well as other uses for the town did not make the acceptable list and we declined the funding. Now that the use list has been loosened up, the monies were allocated to other towns. Supervisor Miller will still contact Congressman Katko and Senator Helming to see if there is anything they could do to get that money back.

6. North Sewer District Extension 1: Discussion including the Engineer's Report for a proposed North Sewer District which includes Division Street, Maple Avenue, and Macedon Center Rd, as prepared for the Wayne County Properties (owners of Marquart Village Mobile Home Park). This report outlines the desire to discharge wastewater from the park into the Town of Palmyra sanitary sewer system.

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

1. Town Clerk Report for October:

**TOWN CLERK'S OFFICE REPORT
FOR OCTOBER 2021**

September was as usual, very busy with hunting & fishing licenses, and school taxes! By the end of September, we had collected \$14,951,009.40 of the \$17,549,058.35 total warrant. Approximately \$9,000,000.00 of payments from the larger mortgage brokers, mail, and public were received in the last few days of September! Once again, Heidi J. and Heidi S. did a fantastic job helping the *hundreds and hundreds* of people that came in to the office at that time, as well as keeping up with opening mail and then sending out the tax receipts after I had

entered the payments in those last penalty free days. The end of September was also the last days for DMP's ("Doe" permits) and water payments! I am anticipating having the office open at 6:30 AM on Monday November 1st, so our local hunters will have the opportunity to purchase the "first come first serve" second round of DMP's. That will also technically be the last day to collect school taxes.

We have continued to pursue past due dog owners, which has not only alerted us to dogs that are no longer here, but has reminded owners that they need to pay their licensing fees. In September we sold 75 licenses totaling \$603.00 and purged files of deceased or moved dogs. Miscellaneous sales including marriages licenses, hunting/fishing licenses (\$5,487.00), FOIL requests, EZ Pass sales, vital record requests, Bingo proceeds, Zoning & Escrows etc, made the total check disbursements for the month of September total \$9,209.30

So far, October has kept this office busy playing catch up with the many other things we take care of on a regular basis, numerous legal notices, contracts, resolutions, FOIL requests, attorney research, etc. as well as further collection of taxes.

Also, I would like to have approved spending approximately \$300.00 for scheduled document shredding. I have \$150.00 left in the archive budget, but have money in other lines of my budget to cover the cost. This will make

switching the staging room and tourism room much easier for the highway guys when they aren't shorthanded and have a little time. There are about 26 boxes that need to be disposed of. We had 30 boxes earlier in the year, and that cost \$253.00. I could do the first 10 boxes for approximately \$145.00 (up to 300 lbs), but the discount per pound kicks in after that.

Irene Unterborn, Palmyra Town Clerk

Councilman Cook added that it would save the public money if we went ahead and did them all at this time.

2. Building Update: Continued planning for projects in 2022. Things like the gymnasium floor, some painting, and the parking lot need attention.

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

1. Highway Department report for October:

**HIGHWAY SUPERINTENDENT REPORT
FOR TOWN BOARD MEETING
10/26/21**

Since the 9/23/21 Town Board meeting we have completed the following work:

- Tree Cleanup – Harris Road, Trolley Road, S.Creek Road
- Hauling - stone, sand and spoil material from shop
- Fog Sealing – Trolley Road, Division Street
- Inter-municipal Assistance
 - 10/21/21 1 Palmyra truck assist Williamson Hwy with paving – Locust Street
 - 10/22/21 2 Palmyra trucks assist Williamson Hwy with paving – Locust Street
- **Tree & Brush Work** – Summer roadwork is complete. Over the next several months we intend to continue brush mowing roadsides and performing tree work as time and weather permit throughout the Fall/Winter months.
- **Roadside Mowing** - Our roadside mowing program is coming to an end as well. Chris Bratt continues to do an excellent job and we intend to have him back for another season next Spring.
- **Winter Prep** – We are starting to re-stock with sand and salt. Over the past month, we have started installation of plows/wings/salters on various trucks. We currently have 3 trucks outfitted. This week I also ordered 200 tons of salt and we will soon start to fully stock our two barns. We are currently at half-capacity.
- **Fall Highway Conference** – On Sept 28-30, I attended our 92nd Annual Fall Highway Conference and Education Symposium held at the Saratoga Hilton. As you know, since 2007 I have been a part of the NYS Association of Town Superintendents of Highway which represents the 932 Town Highway Supts across NYS. This year, our Wayne County Association sponsored our very own retired highway superintendent, Nelson Cook, who attended the Conference as our guest.

- **New Equipment** – Thank you for these new items!!!!
 - T16 – Ford F550 – On 9/17/21, we took this truck to MDI-Auburn for dump body outfitting and plow setup. It was supposed to be completed fairly quickly, but we just picked it up today.
 - T22 – 10-wheel dump – On 9/30/21, our new truck was delivered to us. Since then, we have dry-fitted the plow/wing/sander and it will easily setup for winter use when we are ready.
- **Proposed Equipment** –
 - E90 – 2013 PJ Trailer - I would like to continue discussions to replace our existing 2013 14K lb tilt deck PJ Trailer. This was budgeted for replacement this year, but like so many equipment issues, inventory wasn't available. I have a new quote for a new PJ Trailer, 18K lb tilt deck now that trailer stock has been replenished. NTE \$13,200.00 from Teitsworth Trailers.
 - Waste Oil Boiler/Ceiling Fans – Over the past few months we have been discussing replacing the existing ceiling fans in the truck barn along with adding a new waste oil boiler. I have some new information to share about potential funding for these two projects.

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

Mr. Boesel would like to start thinking about a new logo for the trucks, and Supervisor Miller mentioned that the State has supposedly started to release money for the SAM Grant, so we may be getting what was promised to us 4 years ago!

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

1. Fire Contracts: Hearings and approvals are this evening. Per our insurance carrier, the naming of Town of Palmyra as “additional insured” had to be added and reviewed with fire departments.

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

1. Assessor's Office Report for October:

REPORT TO THE TOWN BOARD FROM THE ASSESSOR'S OFFICE OCTOBER 18, 2021

This is the time of year that we receive more inquires about the Enhanced (Senior) STAR. All property owners who currently have the Basic STAR and will be 65 by December 31, 2022 and whose income is under \$92,000 need to sign up for the Enhanced STAR and IVP (Income Verification Program) in order to be eligible. The state will check their income yearly and give reports to our office as to what type of STAR exemption to place on their property. In some cases it will be removed completely due to income and owners will need to sign up for the STAR Credit.

Home owners who have signed up for the STAR Credit (check) should have received them by now. If they have not received them property owners can call (518)457-2036. If they are a new home owner they can still sign up to receive checks for this year as long as there was not a STAR exemption on the property when the school taxes went out last month.

Anyone who needs to sign up for the STAR Credit (check) can call (518) 457-2036 or go online to www.tax.ny.gov/star.

*****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.

2. Code Enforcement/Zoning Office Report- October: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that included a list of building permits and certificates of compliance for September 21, 2021 thru October 26, 2021. Councilman Pipitone invited all to read it at their leisure.

3. Minutes from Zoning Board Meeting for October 14, 2021: Minutes from the October 14, 2021 meeting were shared with the board.

4. Minutes from Planning Board Meeting for October, 2021: There was no planning board meeting in the month of October 2021.

INFORMATION

1. NYS Department of Public Service Broadband Service Survey: A letter was received from the NYS Department of Public Service explaining that the Comprehensive Broadband Connectivity Act amended Public Service Law to include the study of availability, reliability, and cost of high-speed internet in NYS. The weblink for this survey (takes less than ten minutes) can be found at: www.empirestatebroadband.com. There is a current concern with the “double poles” that are being put in with the project, and the Public Service Commission will need to be contacted to have them removed from the village.

2. Association of Towns Procurement Using ARPA Funds: A town officials guide to using ARPA Funds was received from the Association of Towns, and was shared with the board via email before the meeting.

3. Genesee Finger Lakes Regional Planning Council’s Fall Government Workshop: There is a 3- session virtual track in Advancing Community – Level Resilience from 2-4pm on October 28, November 4, and November 9, 2021. Information to sign up was emailed to the board.

AGENDA ITEMS

1. Approve: Contract with Port Gibson Fire: Doug DeRue made the motion to approve the contract for the Port Gibson Fire Protection District for 3 years.

Second: Todd Pipitone

Vote: 4 Ayes. Carried

2. Approve: Contract with East Palmyra Fire Protection District: Doug DeRue made the motion to approve the contract for the East Palmyra Fire Protection District for 1 year.

Second: Todd Pipitone

Vote: 4 Ayes. Carried

3. Approve: Contract with Village of Palmyra Fire Protection District: Doug DeRue made the motion to approve the contract with Village of Palmyra Fire Protection District for 3 years.

Second: Todd Pipitone

Vote: 4 Ayes. Carried

4. Approve: Final 2022 Budget: Todd Pipitone made the motion to approve the Final 2022 Budget. Copies of the Preliminary 2022 Town Budget were available for public inspection since approval it at the Special Town Board meeting on September 28, 2021. Supervisor Miller asked for a roll call vote, and Jim Welch seconded.

James Welch

Aye

Brad Cook

Aye

Todd J. Pipitone

Aye

Doug DeRue

Aye

Supervisor Miller

Aye

Vote: 5 Ayes. Carried

5. Approve: Agreement Between Town and Village of Palmyra Court Bailiff: Todd Pipitone made the motion to approve agreement Between Town and Village of Palmyra Court Bailiff Service for calendar year 2022.

Second: Jim Welch

Vote: 4 Ayes. Carried

6. Accept: Zoning Board Resignation: Todd Pipitone made the motion to accept a resignation letter from Andrew Lambrix from the Palmyra Zoning Board of Appeals effective October 31, 2021. This will leave a vacancy on the board thru December 31st, 2024.

Second: Doug DeRue

Vote: 4 Ayes. Carried

7. Approve: Agreement Between Town and Village of Palmyra for “Enhanced Cancer Benefits”: Doug DeRue made the motion to approve the agreement Between Town and Village of Palmyra for “Enhanced Cancer Benefits as required by Section 205-CC” commencing on January 1, 2022 and ending December 31st, 2024.

Second: Todd Pipitone

Vote: 4 Ayes. Carried

8. Approve: Town Clerk to spend up to \$300.00 for scheduled record destruction: Brad Cook made the motion to approve Town Clerk to spend up to \$300.00 for scheduled records destruction. The clerk noted that this was more than what was left in the Archive budget.

Second: Todd Pipitone

Vote: 4 Ayes. Carried

9. Approve: Supervisor to sign agreement with Wayne County Humane Society: Todd Pipitone made the motion to approve the Supervisor to sign the agreement with the Wayne County Humane Society, commencing on January 1st, 2021 and ending December 31st, 2023.

Second: Jim Welch

Vote: 4 Ayes. Carried

10. Approve: Contract: Highway Snow & Ice – 2022 with Wayne County: Jim Welch made the motion to approve the Supervisor to sign the Snow and Ice removal Contract with Wayne County for 2022. This agreement commences on January 1, 2022, and ending December 31, 2022. This will be signed once Hwy Superintendent Boesel reviews and approves of it. (Mr. Boesel took the copies of contracts to review)

Second: Doug DeRue

Vote: 4 Ayes. Carried

11. Approve: Renewal of Cleaning Contract with Julie Hartman for 2022: Brad Cook made the motion to approve the Supervisor to sign the cleaning contract with Julie Hartman for weekly cleaning of Town Hall, and bi-weekly cleaning of Highway Facility, for a sum of \$168.00 per week, commencing January 1st, 2022 and ending December 31st, 2022.

Second: Todd Pipitone

Vote: 4 Ayes. Carried

12. Approve: Renewal of Website Manager Contract with William Unterborn for 2022: Todd Pipitone made the motion to approve the Supervisor to sign the contract for the renewal of the Website Manager position for William Unterborn, in accordance to specifications on the contract, for the same sum of \$525.00 per 3-month quarter, commencing January 1st, 2022 and ending December 31st, 2022. (There is no change from previous contracts)

Second: Doug DeRue

Vote: 4 Ayes. Carried

13. Approve: Supervisor to Sign Agreement for North Sewer District Extension 1: Todd Pipitone made the motion to approve Supervisor to sign an agreement with Wayne County Properties, LLC, for a North Sewer District Extension 1, after final approval from Marty Aman from WCWSA, David Doyle from MRB Group, and Town Attorney Paul Rubery.

Second: Jim Welch

Vote: 4 Ayes. Carried

14. Approve: Purchase of Tilt Deck Trailer for Highway Department: Jim Welch made the motion to approve the budgeted purchase of a Tilt-Deck Trailer from Teitsworth Trailers, not to exceed \$13,230.00.

Second: Doug DeRue

Vote: 4 Ayes. Carried

MOTION TO APPROVE CLAIMS AND EXPENDITURES

Todd Pipitone made the motion to approve the claims and expenditures for October 2021 , Vouchers #2021- 913 thru #2021-1026 totaling \$382,422.72.

Second: Brad Cook

Vote: 4 Ayes. Carried.

MOTION TO ENTER INTO EXECUTIVE SESSION

At 8:30 PM, Brad Cook made the motion to enter into executive session to discuss matters of particular personnel.

Second: Todd Pipitone

Vote: 4 Ayes. Carried

MOTION TO EXIT EXECUTIVE SESSION

At 8:45 PM, Brad Cook made the motion to exit executive session.

Second: Todd Pipitone

Vote: 4 Ayes. Carried

MOTION TO ADJOURN

At 8:12 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Brad Cook

Vote: 4 Ayes. Carried.

Respectfully submitted,

Irene Unterborn
Palmyra Town Clerk

REGULAR TOWN BOARD MEETING

TUESDAY November 23rd, 2021

7:00 PM – Palmyra Town Hall