

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
July 25th, 2024**

At 7:00 p.m., Supervisor Gary Rose called to order the regular Town Board meeting, scheduled for Thursday, July 25th, 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 Brad Cook to approve minutes from the Regular Town Board meeting on June 27th, 2024.

Second: Doug DeRue Vote: 4 Ayes. Carried

Councilman Cook abstained as he was absent.

ATTENDANCE

Also in attendance: Chuck & Julie Hartman, Don Wilkins, Casey Carpenter (Times of Wayne County), Kathleen Catchman, Gigit Graham, and Linda Valley.

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.

COMMUNICATIONS RECEIVED

None for this evening.

PUBLIC INPUT

None for this evening.

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. Supervisor's Monthly Financial Report: The Supervisor reported that he had received the Bookkeepers monthly financial report for June, and had shared it with the board members.

2. Old Palmyra Landfill Update: We are still waiting for an update from Labella regarding the closing plan. LaBella had said they would contact us in mid-July with more information but have not yet. The supervisor will contact them next week if there is still no word.

The supervisor also added that this has been a busy month with personnel changes at the highway, and upcoming in the Town Clerk's office. There are employment opportunities for a Deputy Town Clerk as well as a member of the Board of Assessment Review listed on the Palmyra website, as well as Facebook.

Public Works: Highway Department, Equipment and Facilities:

-Councilman James Welch

1. Highway Department report for July:

**Highway Superintendent Report
For Town Board Meeting
7/25/24**

Since the 6/27/24 Town Board meeting we have completed the following work:

- Culvert Work – Vault Road/S.Creek Road
- Asphalt Patching – Vault Road/S.Creek Road/Leroy Road

- Sign Maintenance – cleared vegetation and improved visibility all around Town
- Treework – roadside cleanup from miscellaneous storms
- Inter-municipal Assistance
 - 7/16/24 1 Palmyra trucks assist WC Hwy with chipsealing (New-Mar/Hydesville)
- **Mowing** – Chris Bratt has completed 2nd round of mowing on our Town Road and is currently working on County Roads this week and next. He plans to start a 3rd round in the Town by the end of next week.
- **Traffic Counters** – Every 5 years, we have been performing traffic count updates for our Town Roads. Previous counts were obtained in 2008, 2014, 2019 and now 2024. We started 2 weeks ago in the NW corner of Town on Rt.1. Last week we completed Rt. 5, primarily on the south-side of Town. This week, we have moved to Rt. 6 and 3 on the E/NE side of Town. As we've done in the past, to complete this task, we are borrowing about 13 black tube traffic counters from WC Highway Dept. I'll keep you posted about the results of our data collection efforts.
- **Brush mowing** – With the recent tropical weather and rainy stretch, we jumped back to brush mowing several of our roadsides and guide rail locations around the Town. These included Hogback Hill Road, Gallow Road, P.Gibson Road, S.Creek Road, Division Street, Quaker and Jeffery Road.
- **Town Hall Improvements** – We recently replaced the caster wheels on one of the furniture carts storing chairs under the stage in the gym. With recent heavy rains last week, the crew noticed the gutters/downspouts are in need of attention.
- **Personnel** – Mike Paul's last day of employment with the Town was 7/10/24. 1990 to 2024. 34 years of service! Jason Rowe started work with us this week, on Tuesday 7/23/24. We are excited to finally have him aboard with us. This completes our second replacement hiring of the three recent retirees.
- **Sewer Project** – Villager Construction is currently performing restoration work around structures on Quaker Rd and with the Macedon Canal Crossing. They still have a couple large structures to install on Quaker Road/Garlocks in August and then plan to start testing all the miles of lines between Marion and Palmyra in mid-August. This process alone will take 4-6 weeks! While testing is being performed, they will continue performing any restoration work.

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

In Mr. Boesel's absence, Councilman Welch reported on the highway department, and asked Councilman Cook who was to be cleaning the clogged gutters. Mr. Cook asked that the highway department make a pass and check all the downspouts.

Mr. Welch also asked the board if they agreed with placing an ad around August 15th for the third hire (two were already hired to replace the three retirees), with applications coming in until around Labor Day. All agreed that it was a good idea to have a candidate to hire at the September meeting and beginning work first of October. This way they could acclimate to the trucks before it begins to snow.

Human Services: Town Clerk, Archives, and Town Hall Facility

- Councilman Bradley Cook

1. Town Clerk's Monthly Financial Report: The Supervisor has received the Town Clerk's Office monthly financial report for June.

2. Town Clerk Report for July:

TOWN CLERK OFFICE REPORT TO THE BOARD

JULY 2024

On top of looking for a replacement for my retiring deputy town clerk, we are beginning to gear up for a busy next few months!

It was nice playing catch up, but I have already been coordinating tax figures', banking lists, and forms between the county, assessors, and the school district. On August 1st, we begin selling our hunting licenses (which will be a totally new format this year), and by September 1st we begin collecting school taxes. With the changes of procedure at the county level, the school will have to pick up the tax bills from Buffalo, bring them to us here so we can sort them, and then I will have to bring them back to the school to run postage on all approximately 5000 bills!

Organization of all the town records (as well as vital record indexing) is a constant, never ending project, but it is going well. By keeping things orderly, it allows us to answer FOIL requests and research questions in a timely manner. We just had thirteen boxes of records picked up for our annual destruction per the NYS LGS-1 schedule.

Through dog licensing in June, we sold 62 licenses totaling \$494.00, misc sales, EZ Passes, marriage licenses (more people are getting married again!), hunting/fishing, code enforcement (including escrow deposits), vital record requests, FOIL requests etc- added an additional \$3,869.37. Total check disbursements for the month of June were \$4,363.37.

Any questions? Please call anytime.

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

1. Building Update: Councilman Cook reported that the painting of the large meeting room, tourism room and main assessors' office has been completed, and that the large front trees have been trimmed. Soon they will be looking to see what can be completed in 2025.

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

- Councilman Todd Pipitone (Absent)

1. Comprehensive Plan: The Town Clerk attended Public Workshop #2 for the Comprehensive Plan which took place on Monday, July 15th from 4:30-7:30 pm at the Palmyra Community Library. If you couldn't attend in person, you can review the workshop materials at www.palmyra.com/comprehensive-plan and send your feedback to Emma Falkenstein at emma.falkenstein@mrbgroup.com.

2. CEO Report for July: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates of compliance from June 26, 2024, through July 23rd, 2024.

3. Minutes from Zoning Board Meeting from July 11th, 2024: Minutes from the Zoning Board meeting from July 11th, 2024, were shared with the board.

4. Minutes from Planning Board Meeting for July 8th, 2024: Minutes from the Planning Board meeting from July 8th, 2024, were shared with the board.

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

1. Assessor’s Report for July:

**REPORT TO THE TOWN BOARD FROM THE ASSESSOR’S OFFICE
July 2024**

The Final Roll was filed with the Town Clerks office before July 1st as prescribed by law.

We are continuing to work on our files to prepare for school tax bills

There are 17 June sales. 8 Village and 9 Town sales. There are no parcel merge/split requests.

The following are the sales/transfers for June

June 2024 Sales/Transfers						
MAP #	HS #	STREET	**	SALE \$	SALE DATE	TAV 2024
64111-10-355609	114	Hyde Parkway		215,000	6/3/2024	134,900
64111-14-420473	436	Stafford	**	0	06/04/2024	142,500
64111-15-690498	314	Hathaway		290,500	06/04/2024	165,100
64112-12-765595	320	Prospect	**	0	5/29/2024	82,200
64111-12-756642	138	Fayette		179,000	06/14/2024	104,900
64111-14-330464	157	Hyde Parkway		251,600	6/17/2024	184,200
64111-12-96589	302	Vienna	**	235,000	6/14/2024	159,100
64111-12-752524	260	Fayette	**	152,000	6/21/2024	107,200
65113-00-512360	2838	Rt 21 N	**	250,000/2	6/3/2024	194,800
65113-00-561359		Rt 21 N	**	250,000/2	6/3/2024	9,800
65112-00-772909	2456	Shilling		195,000	6/14/2024	107,100
65112-00-958689	4094	Lusk	**	0	6/10/2024	183,300
65112-00-888227		N Creek Rd		210,100	06/18/2024	106,000
64110-00-642983	955	Rt 21 S		4,500,000	6/13/2024	2,316,200
67113-00-040507		Cambier	**	0	06/26/2024	47,600,
65112-00-891038	4073	N Creek		60,000	6/18/2024	31,600
65111-00-819606	1446	Hammond		374,446	6/25/2024	240,000
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. Town is looking for a member of the Board of Assessment Review:

Any interested party should contact the assessor's office at 315-597-2184, or email her at assessor@palmyrany.com

Councilman DeRue also commented that he is almost done with negotiations with the fire contracts.

GENERAL INFORMATION

The Village is celebrating "Christmas in July" this Friday July 26th, at dusk, with a free movie in the park, *ELF!* There will be kids' games as well as the merchants staying open.

The private LLC that ran *Canal Town Days* in September has folded, and the 50+ year tradition will end! On those same dates (September 13-15) the Union Agricultural Society of Palmyra at the Wayne County Fairgrounds, will host a new celebration in its place called *Harvest on the Canal* and it will feature vendors and food, a 5k race, a car show and live music.

TOWN AGENDA ITEMS

1. Approve: All Town Reports for June: Jim Welch made the motion to approve all town reports including the Supervisor, Town Clerk, Code Officer, Assessor, and Highway reports for the month of June.

Second: Doug DeRue Vote: 4 Ayes. Carried

2. Approve: Authorize the Transfer of funds from the Employee Benefit Reserve to the General Fund: Jim Welch made the motion to authorize the bookkeeper to transfer funds in the amount of \$16,433.30 from the Employee Benefit Reserve to General Fund for the payout of sick leave time for town employee who has retired in July 2024.

Second: Doug DeRue Vote: 4 Ayes. Carried

3. Approve: Authorize the Transfer of Funds from the Repair Reserve-Town Hall to General Fund: Brad Cook made the motion to authorize the bookkeeper to transfer of funds in the amount of \$12,925 from Repair Reserve-Town Hall to General Fund for the painting work completed at the town hall.

Second: Doug DeRue Vote: 4 Ayes. Carried

4. Approve: Town of Palmyra General Fund Budget Adjustments: Brad Cook made the motion to approve the following General Fund Budget adjustments, as written:

Second: Jim Welch Vote: 4 Ayes. Carried

Town of Palmyra
General Fund - Budget Adjustments
July 25, 2024

<i>ACCOUNT#</i>	<i>ACCOUNT TITLE</i>	<i>INCREASE</i>	<i>DECREASE</i>
16202.01.000.00	Building - Equipment	12,925.00	
511.01.000.00	Appropriated Reserves		(12,925.00)
	TOTAL BUDGET ADJUSTMENTS:	12,925.00	(12,925.00)

<i>ACCOUNT#</i>	<i>ACCOUNT TITLE</i>	<i>INCREASE</i>	<i>DECREASE</i>
90898.01.000.26	Other Employee Benefits - Sick Leave Payout	16,433.30	
511.01.000.00	Appropriated Reserves		(16,433.30)
	TOTAL BUDGET ADJUSTMENTS:	16,433.30	(16,433.30)

<i>ACCOUNT#</i>	<i>ACCOUNT TITLE</i>	<i>INCREASE</i>	<i>DECREASE</i>
90898.01.000.26	Other Employee Benefits - Sick Leave Payout	18,369.09	
511.01.000.00	Appropriated Reserves		(18,369.09)
	TOTAL BUDGET ADJUSTMENTS:	18,369.09	(18,369.09)

5. Approve: Purchase of Dell Computers: Brad Cook made the motion to approve the purchase of two Dell Optiplex 7020 SFF Plus computers, with monitors, not to exceed \$1,100.00 each, for the Town Clerk and Code Enforcement Offices. These are budgeted expenses.

Second: Doug DeRue Vote: 4 Ayes. Carried

MOTION TO APPROVE TOWN CLAIMS AND EXPENDITURES

Jim Welch made the motion to approve the July 2024 Vouchers #2024-710 through #2024- 793, totaling \$56,926.24, as noted below:

Second: Doug DeRue Vote: 4 Ayes. Carried

Abstract Total of Vouchers Pre-Paid:

GENERAL FUND	\$ 1987.70
PART TOWN	\$ 865.91
Total	\$ 2,853.61

Abstract Total of Vouchers Un-Paid:

GENERAL FUND	\$ 33,525.20
PART TOWN	\$ 5,431.99
DA HIGHWAY FUND	\$ 8,500.89
DB HIGHWAY FUND	\$ 6,614.55
Total	\$ 54,072.63

MOTION TO ENTER INTO EXECUTIVE SESSION

At 7:18 PM, Jim Welch made the motion to enter executive session to discuss particular personnel, and to also discuss contract negotiations.

Second: Doug DeRue Vote: 4 Ayes. Carried

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

After a few minutes, Supervisor Rose asked the Town Clerk to join them.

MOTION TO EXIT EXECUTIVE SESSION

At 8:00 PM, Brad Cook made the motion to exit executive session.

Second: Jim Welch Vote: 4 Ayes. Carried

MOTION TO ADJOURN

At 8:01 PM, Jim Welch made the motion to adjourn the meeting.

Second: Brad Cook Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Palmyra Town Clerk

NEXT Meeting:
REGULAR TOWN BOARD MEETING
Thursday, August 22, 2024
7:00 PM – Palmyra Town Hall