

**REGULAR MEETING OF THE TOWN BOARD**

**PALMYRA TOWN HALL  
SEPTEMBER 22, 2011**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, September 22, 2011, at the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York.

**CALL TO ORDER**

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

**PLEDGE TO THE FLAG**

Upon roll call, the following board members were present:

- Kenneth F. Miller, Supervisor
- James T. Welch, Deputy Supervisor
- Michael C. Lambrix, Councilman
- Todd J. Pipitone, Councilman
- David M. Nussbaumer, Councilman

**ROLL CALL**

Also attending the meeting: Palmyra Highway Superintendent, Mike Boesel; David Pray, Dean George, and Cindy Beagley.

**MEETING ATTENDANCE**

Dave Nussbaumer made the motion to approve the minutes of the August 25, 2011 Town Board meeting.

**MTN: APPROVE MINUTES OF 8/25/2011 TOWN BOARD MEETING**

Second: Todd Pipitone

Vote: 5 Ayes. Carried.

**COMMUNICATIONS**

**Wayne County Sheriff's Office Report:** The August monthly news column and his monthly report of activity reported in July 2011, by Sheriff Barry Virts, was distributed to the Town Board.

**WAYNE COUNTY SHERIFF'S OFFICE REPORT**

## REPORTS OF STANDING COMMITTEES

### Economic Development, Appeals and Town Clerk's Office Committee – Todd Pipitone, Chairman

#### TOWN CLERK'S OFFICE REPORT FOR SEPTEMBER

1. **Town Clerk's Office Report for September:** The Heat Sync on the motherboard of Lynne's PC failed on September 6. A new PC tower needed to be installed and files transferred from the old PC to the new one. Four days of paperwork were delayed as she couldn't access the PC.

School tax collection started September 1. The office has been very busy at the counter and on the phone with school taxes. Hunting and fishing licenses are also a popular item this month.

#### ARCHIVES ROOM GETS NEW DEHUMIDIFIER

The humidity and temperature in Archives Room A were issues this month. We had the air conditioner cleaned, but the humidity was higher than State guidelines recommend. In August, the Town Board approved purchase of a dehumidifier, from the Archives budget. It is now installed, excess humidity has been removed, and both temperature and humidity levels are now in compliance with recommended guidelines.

#### TOWN CLERKS SEND DONATIONS TO FLOOD VICTIMS DOWNSTATE

2. **Wayne County Town Clerks Association to Help Flood Victims Downstate:** The county Town Clerks Association received an urgent request for money and shoes for those whose homes and belongings were affected by the flooding after two hurricanes. Donations were made from those in our office to be sent Downstate for flood victims.

#### HIGHWAY CREW HELPS TOWN CLERK'S OFFICE IN ARCHIVE ROOM A

3. **Archives Room A Gets Help From Highway Department:** A crew from the Highway Department came twice this month to move shelves, furniture, shelving units, etc. in Archives Room A. By adjusting shelves and rearranging shelf units, space was made to accommodate another 135 boxes. Thanks to those who came and helped in the project.

#### CAMBIER/ FAGNER WATER SURVEY RESULTS

4. **Cambier/Fagner Roads Water Survey:** The survey results are now complete and, by 2 to 1, residents turned down another go at municipal water for the area. A letter was sent to the residents telling them that the Town Board will not pursue the issue further at this time.

**Highway Committee – James Welch, Chairman**

**September Highway Report:** Highway Superintendent Mike Boesel submitted the following report from August 25 to September 22:

Highway Superintendent Report  
for Town Board Meeting  
09/22/11

Since the 8/25/11 meeting we have completed the following work:

- Gutter work – Harris Road
- Wedging –Harris Road, Garnsey Road, Palmer Road, Hogback Hill Road
- Shoulder Work – Garnsey Road, Palmer Road, Port Gibson Road,  
Harris Road
- Hauling – hauled sand
- Inter-municipal Assistance
  - 9/1/11 - 1 Palmyra truck to T/Macedon for shoulder assistance on Hance Road
  - 9/13/11 & 9/14/11- 1 Marion grader operator and truck assisting with wedging
  - 9/21/11 - 1 Marion grader operator assisting with wedging

**SEPTEMBER  
HIGHWAY  
DEPARTMENT  
REPORT**

Other miscellaneous items include:

- **Hauling** – We hauled most of the sand we’ll need for the winter already.
- **Striping** - WC Highway has striped all our roads for the summer.
- **Wedging** –We hope to also continue wedging on portions of Harris Road, Port Gibson Road and Palmer Road over the next few weeks.
- **Upcoming Projects** – Over the next month we hope to complete guiderail and wedging work on Port Gibson Road and Harris Road. We also intend to finish installation of gravel shoulders on Harris Road.
- **F550 Replacement** – I am requesting TB authorization to advertise for bid for replacement of our existing 1999 Ford F550 truck.

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

**HIGHWAY  
REQUEST  
TRUCK  
PURCHASE**

2. **Request Purchase of Truck:** Mike Boesel asked the Board to purchase a new 2012 F-550 truck (or comparable) which has been budgeted. Since this is a popular size truck, he wishes to put in the request now, so it can be delivered in the Spring.

**Facilities, Operations and Planning Committee  
– Mike Lambrix, Chairman**

**NO SEPTEMBER  
PLANNING  
BOARD  
MEETING**

1. **No Planning Board Meeting:** Mike Lambrix informed the Board members that there was no Planning Board meeting in September.

**KITCHEN  
CEILING  
PROBLEM**

2. **Town Hall Kitchen Ceiling:** Mike Lambrix noted the paint on the kitchen ceiling at Town Hall is peeling. He said it needs to be looked at more closely to see if it can be primed and painted again, or if there is a problem above the ceiling.

**Zoning and Assessor's Office Committee  
– David Nussbaumer, Chairman**

**ASSESSOR'S  
OFFICE  
SEPTEMBER  
REPORT**

1. **Assessor's Office September Report:** Councilman Dave Nussbaumer asked if there were any questions or comments about the Assessor's monthly report. There were none.

**CODE/ZONING  
OFFICE REPORT**

2. **Code Enforcement/Zoning Office Report:** The Board looked over the September report from the Code Enforcement office. There were no comments.

**MINUTES OF  
9/8/2011 ZONING  
BOARD  
MEETING**

3. **Zoning Board Meeting:** Minutes of the September 8<sup>th</sup> Public Hearing and Zoning Board meeting were included with the agenda for Board members' information.

**PROPERTY  
MAINTENANCE  
ORDINANCE  
UPDATE**

4. **Property Maintenance Ordinance Update:** Code Enforcement Officer Dan Wooden updated the Board on court action with Morrison's Lyon Road nuisance property, as well as the hiring of Warren Frederick to mow neglected properties around town. The cost of this mowing will be billed back to the property owner as part of their Town taxes.

**INFORMATIONAL ITEMS**

- 1. **Town Credit Card Discussion:** Supervisor Miller said he is still getting feedback on how best to handle a town credit card. He added it has to be extremely controlled to avoid abuse.

**CONTINUED  
DISCUSSION ON  
TOWN CREDIT  
CARDS**

- 2. **Possibility of Additional Stop Sign at Quaker Road/ Division Street Intersection:** The intersection of Quaker Road with Division Street is a complicated one, with the main entrances to Garlock Company, Santelli Lumber’s parking lot, and a hill with a blind curve coming together at Quaker Road. Mike Boesel looked into the possibility of a new stop sign for traffic coming from the North, at the curve. He provided Board members copies of a few pages from the “Uniform Traffic Control Devices” Handbook, showing that the law “authorizes State and local authorities to apply these devices.” There are engineering considerations, so Mike suggested the Town get an evaluation of the intersection from either the County Highway Department or our Town Engineer. Code Enforcement Officer, Dan Wooden, added that someone needs to make the request to the Town Board for any new stop sign, showing justification for the request. Complicating the situation at the intersection is a group of smokers who take their breaks at the edge of the Garlock property at the shoulder of Division Street or across the street, at various times—with a no smoking policy on Garlock property. There are also smokers at the edge of the Garlock property on Kent Street, prompting Mike to write a letter to Garlock.

**PROPOSED STOP  
SIGN AT QUAKER  
RD./DIVISION ST.  
INTERSECTION**

Mike Boesel figures the Town Board would need to authorize an evaluation before proceeding further.

- 3. **Rental of Storage Room to Impact Theatre:** Impact Theatre uses the Town Hall gym for monthly performances, and finds it needs space to store props. Frank Irace, on behalf of the troupe, requests one of our storage rooms to rent out to them at \$50 per month. We currently rent a room to the Wayne County Business Council, and the lease could easily be modified to meet Impact Theatre’s information. Mike Lambrix made the motion to approve renting one of our storage rooms to Impact Theatre at \$50 per month.

**MTN: RENT  
STORAGE ROOM  
TO IMPACT  
THEATRE**

Second: Dave Nussbaumer                      Vote: 5 Ayes. Carried.

PROPOSED  
COPIER CHANGE  
IN THE TOWN  
CLERK'S OFFICE

- 4. **Proposed Copier Change in the Town Clerk's Office:** The lease for the copier in the Town Clerk's office ends at the end of 2011. The lease can be extended another year or changed to another company. A sales representative from Minolta came to the office with an offer that could provide a savings to the Town. Lynne is to contact Kopykat, our current copier provider, and get a quote for 2012. Councilman Todd Pipitone will look them over and share the comparison with the Board at the next meeting. For now, this issue is tabled.

NO PUBLIC  
INPUT

- 5. **Public Input:** Although the three candidates on the Democrat Party line for Supervisor and two Councilmen in this November's election attended this meeting, they had no comments to make at this time.

**AGENDA ITEMS**

MTN: SCHEDULE  
TOWN BOARD  
MEETING FOR  
10/4/2011

- 1. **Town Board Meeting October 4:** Board Member Todd Pipitone made the motion to schedule a Town Board meeting the evening of October 4, 2011, at 7:30 p.m. at Town Hall. A legal notice will need to be published and posted announcing this Board meeting.

Second: Dave Nussbaumer                      Vote: 5 Ayes. Carried.

MTN: APPROVE  
UNIFIRST  
SERVICE  
AGREEMENT AT  
HIGHWAY DEPT.

- 2. **UniFirst Service Agreement at Highway Department:** Town Board members received copies of the Customer Service Agreement between the Palmyra Highway Department and UniFirst Corporation for 36 months for uniforms/work clothes and their cleaning. Mike Boesel said all of the crew participate. Mike Lambrix made the motion to approve the agreement with UniFirst.

Second: Dave Nussbaumer                      Vote: 5 Ayes. Carried.

- 3. **Approve: "Welcome to Palmyra" Sign to be Moved to Town Hall Property:** Town of Palmyra received the following memo from Palmyra Village Mayor Vicky Daly:

*"At the request of a Town of Palmyra property owner, the Palmyra Village Board asks permission to move the Palmyra welcome sign from its current location on NYS Route 21 South, on private property just north of the Palmyra Town Hall, to town owned property further south. The sign reads 'Welcome to Palmyra, Queen of Canal Towns' and carries the medallions of Palmyra not-for-profit and service organizations."*

Dave Nussbaumer made the motion have the 'Welcome to Palmyra' sign moved to Town Hall property.

**MTN: MOVE  
"WELCOME TO  
PALMYRA" SIGN  
TO TOWN HALL  
PROPERTY**

Second: Todd Pipitone

Vote: 5 Ayes. Carried.

4. **Approve: Emergency Purchase of PC:** On September 6, Lynne Green's PC tower failed to operate. Integrated Systems was brought in to install a new tower. They transferred the information from the old hard drive to the new one, but Lynne was without a PC for four days. It was necessary to make this purchase right away. Now, it is time for Town Board approval of the purchase. Todd Pipitone made the motion to approve the purchase of a PC in the Town Clerk's office.

**MTN: APPROVE  
EMERGENCY  
PURCHASE OF  
PC FOR TOWN  
CLERK'S OFFICE**

Second: Dave Nussbaumer

Vote: 5 Ayes. Carried.

5. **Approve: Highway Department to Advertise for Bids to Purchase New Truck:** Jim Welch made the motion to approve the advertising of bids for purchasing a 2012 F-550 truck, or comparable, by the Palmyra Highway Department.

**MTN: APPROVE  
HIGHWAY DEPT.  
TO ADVERTISE  
FOR BIDS TO  
BUY NEW  
TRUCK**

Second: Mike Lambrix

Vote: 5 Ayes. Carried.

6. **Approve Claims and Expenditures on Abstracts #221 and #222:** Dave Nussbaumer made the motion to approve the claims and expenditures shown on Abstract #221, that includes Voucher Numbers 12538 through 12540 for \$1,961.29, and shown on Abstract #222, that includes Voucher Numbers 12541 through 12604, for \$121,061.59.

**MTN: APPROVE  
ABSTRACTS  
#221 AND #222**

Second: Mike Lambrix

Vote: 5 Ayes. Carried.

**MTN: ADJOURN  
MEETING**

7. **Motion to Adjourn:** At 7:28 p.m., Mike Lambrix made the motion to adjourn the meeting.

Second: Mike Lambrix

Vote: 5 Ayes. Carried.

Respectfully submitted,

Lyndall Ann P. Green  
Palmyra Town Clerk

**NEXT TOWN BOARD MEETING  
TUESDAY, OCTOBER 4, 2011, 7:30 P.M.  
PALMYRA TOWN HALL**