

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
JUNE 27th, 2024**

At 7:00 p.m., Supervisor Gary Rose called to order the regular Town Board meeting, scheduled for Thursday, June 27th, 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 Doug DeRue to approve the minutes of the Town Board meeting which took place on May 23rd, 2024.

Second: Brad Cook Vote: 4 Ayes. Carried

ATTENDANCE

Also in attendance: Mike & Lisa Paul, Mike & Becky Woodard, Chuck & Julie Hartman, Don Wilkins, Petra Anderson, Tracy Vanderwall, Hwy Superintendent Mike Boesel, Casey Carpenter (Times of Wayne County), Linda Valley, Kammy Catchman, Gigit Graham, Marc Carrier, Scott & Suzie Moulton, and Mary Ann Smith Williams.

HEARING There was no official hearing this evening.

**TOWN AGENDA ITEMS TO RECOGNIZE RETIREMENTS FROM THE
HIGHWAY DEPARTMENT**

1. Approve: Proclamation in Recognition of Michael Paul: Jim Welch made a motion to approve the Proclamation in Recognition of Michael Paul, as written:

Second: Brad Cook Vote: 4 Ayes. Carried

The proclamation was read aloud by the town clerk.

**PROCLAMATION IN RECOGNITION OF
Michael Paul**

WHEREAS, the Town Board of the Town of Palmyra, County of Wayne, State of New York, would like to note the nearly 34 years of service from Michael Paul as Deputy Highway Superintendent to the Town of Palmyra; and

WHEREAS, these many years of service to the Town of Palmyra have benefited the Town and its Residents in many ways; and

WHEREAS, the Town Board of the Town of Palmyra recognizes the dedication Michael Paul has brought to the Town as a whole, and to the highway department for continually being an integral part of the team; and

WHEREAS the Town Board of the Town of Palmyra wishes to express its appreciation and deep gratitude to Michael Paul for not only his dedication and hard work, but for always finding a realistic perspective on all issues these many years, and for taking ownership and pride in his work (so much so that Cambier Rd will always be known as “My Road”); and

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Palmyra hereby proclaims that Michael Paul has set the example for future Deputy Highway Superintendents; and

BE IT FURTHER RESOLVED that the Town Board of the Town of Palmyra wishes Michael Paul many fruitful and enjoyable years in retirement, and the best of luck as the new local news weather spotter and garlic farming!

2. Approve: Proclamation in Recognition of Michael Woodard: Jim Welch made a motion to approve the Proclamation in Recognition of Michael Woodard, as written:

Second: Doug DeRue Vote: 4 Ayes. Carried

The proclamation was read aloud by the town clerk.

**PROCLAMATION IN RECOGNITION OF
Michael “Woody” Woodard**

WHEREAS, the Town Board of the Town of Palmyra, County of Wayne, State of New York, would like to note the close to 24 yrs. of service to the Town (and Village) of Palmyra; and

WHEREAS, these many years of service as a heavy equipment operator for the Town of Palmyra have benefited the Town and its Residents in many ways; and

WHEREAS, the Town Board of the Town of Palmyra hereby proclaim they are thankful for the never-ending preventative maintenance performed by Michael Woodard, *just because*; and

WHEREAS, the Town Board wishes to acknowledge Michael’s talent at “Bouncing” from one job to another, even while easily distracted; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Palmyra wishes to express its appreciation and deep gratitude to Michael “Woody” Woodard for being such an important member of the highway team; and

BE IT FURTHER RESOLVED that the Town Board of the Town of Palmyra wishes Woody many enjoyable years in his retirement; and

BE IT FURTHER RESOLVED that the Town Board hopes that whether Captain Woody is found on the St. Lawrence River, or the Erie Canal, he will always have a can of “Thrust” on hand!

3. Approve: Proclamation in Recognition of Scott Moulton: Doug DeRue made a motion to approve the Proclamation in Recognition of Scott Moulton, as written:

Second: Jim Welch Vote: 4 Ayes. Carried

The proclamation was read aloud by the town clerk.

**PROCLAMATION IN RECOGNITION OF
Scott Moulton**

WHEREAS, the Town Board of the Town of Palmyra, County of Wayne, State of New York, would like to note the close to 24 yrs. of service to the Town by Scott Moulton; and

WHEREAS, these many years of service as a heavy equipment operator to the Town of Palmyra have benefited the Town and its Residents in many ways; and

WHEREAS the Town Board of the Town of Palmyra hereby proclaim they are thankful for incredible welding talent and creative fabricating he is capable of; and

WHEREAS, the Town Board, and members of the highway department, wish to acknowledge that we have always known that Scott Moulton, though having a tough guy exterior, is really a teddy bear at heart!

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Palmyra wishes to express its appreciation and deep gratitude to Scott Moulton for being such an important member of the highway team, for always coming up with a brilliant idea to solve a problem, and then being able to create it; and

BE IT FURTHER RESOLVED that the Town Board of the Town of Palmyra wishes Scott many enjoyable years of camping and traveling in his retirement, and perhaps even a new career as a travel photographer!

MOTION TO ENTER INTO EXECUTIVE SESSION

At 7:14 PM, Jim Welch made the motion to enter executive session to discuss a particular personnel issue and invited Bookkeeper Petra Anderson to join them. After some time, they invited the Town Clerk to also join them.

Second: Doug DeRue Vote: 4 Ayes. Carried

MOTION TO EXIT EXECUTIVE SESSION

At 8:09 PM, Jim Welch made the motion to exit executive session.

Second: Brad Cook Vote: 4 Ayes. Carried

EMS BOARD REPRESENTATIVE

Mike Catalano, Wayne County EMS Advisory Board representative, was unable to attend but would like to note that the AED machines in the Town Hall & Highway are all working.

The following is an announcement, and photo, from the work that has started on the WCEMS base on Rose:



June 4, 2024

Today the County broke ground for the new Wayne County Emergency Medical Services base of operation in Rose, on Route 414. Work has also started at the site in Sodus on Route 88 at the intersection with Route 104. By the end of July, sitework will start on the third new site in Walworth. The first site, under construction in Lyons within Route 31 County campus, is anticipated to be completed by the end of August. The three other sites will be completed during 2025. Nicoletta Construction of Clyde is the general contractor for the construction of all four bases of operation.

The County's EMS system utilizes both ambulances and Paramedic first response vehicles to assist the remaining local EMS agencies by providing additional or back-up coverage when local agencies aren't available, or by providing primary EMS coverage in areas where there is no longer a local EMS agency. The County looks forward to the successful completion of all four bases of operation, to strengthen the EMS system countywide by stationing EMTs and Paramedics, with fully equipped ambulances, across the county.

COMMUNICATIONS RECEIVED

None for this evening.

PUBLIC INPUT

Tracy Vanderwall, of Vienna Street, had asked to address the board regarding what she feels are extra people working in the Code Enforcement Office. In the fall she asked why it was necessary to have a full-time code officer, a part-time code officer (at \$12,000 per year for one day a week, now that the CEO is fully trained), as well as a secretary, and did not feel she received an answer from the board. The supervisor stated that the board has decided there is value in the deputy CEO's job, and Councilman Cook reminded the public that not only does the board hear your concerns, but that every year the board reviews every line in the budget and will look at it again this budget season.

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 had received the Bookkeepers monthly financial report for May.

2. Modification of Consent Order: We received the Modification of Consent Order which will extend the approvable closure/ post closure plan to August 31, 2024. After board approval, it will be sent to the DEC for review and approval by them. This also extends final construction of the cover to October 31st, 2025, and by that December an approvable construction certification of cover system will be submitted to DEC. The supervisor will ask for approval to sign the agreement later.

Public Works: Highway Department, Equipment and Facilities:**-Councilman James Welch****1. Highway Department report for June:**

**HIGHWAY SUPERINTENDENT REPORT
FOR TOWN BOARD MEETING**

6/27/24

Since the 5/23/24 Town Board meeting we have completed the following work:

- Ditching/Culvert Work – Vault Road/S.Creek Road
- Shoulder Work – Walker Road and Leroy Road
- **Mowing** – Chris Bratt has completed one round of mowing on our Town Roads. He has started on a 2nd round is currently has the northern half of the Town completed.
- **Training** – From June 3rd-5th, I attended our 77th Annual Highway School in Ithaca, NY with 750+ other highway officials from around NYS. Some of the sessions I attended were as follows: Alternatives to Gas & Diesel, Budgeting for Municipalities, Leadership Agility, Pavement Preservation, CHIPs Nuts & Bolts, Saving our Slopes, Better Work Zones, and Legal Panel.
- **Tree Work** – We continue to spend more time dealing with tree issues along our roadsides. In 3 separate events in the past month, we had tree cleanup work including some weekend OT. These were on Cambier Road, Parker Road and Cole Road. We continue to assess dangerous tree situations and will be allotting more time to remove these if/when they are within our road ROW.

- **Brush Pickup** – The Highway Crew completed our 1-week Yard Debris Spring Cleanup the week after Memorial Day weekend.
- **Brush Grinding** – During the week of June 10th, Green Renewable was in our Pit off Rt.31 grinding our brush pile.
- **Lyon Road Cemetery** – On 6/13, the Hwy Crew trimmed trees in the Lyon Road Cemetery
- **Retirees** – As we know, we have 3 retirees who in the past 30 days each have worked their last days with us.
 - Mike Woodard’s last day on our payroll was 5/28/24. 2000-2012 PT years, 2012-2024 FT years.
 - Scott Moulton’s last day on our payroll was 6/7/24. 2001 to 2024. 21 years of service.
 - Mike Paul’s last day of employment with the Town is 7/10/24. 1990 to 2024. 34 years of service!
 - These men have been valued Town employees each with long tenures with the Town. Their experience in the highway department and with the crew will be incredibly missed.
- **Personnel** – We have been advertising and accepting job applications for about the past 4 weeks and completed some interviews in mid-June. On the agenda tonight I am excited to request approval to hire a Palmyra resident - Jason Rowe.
- **Sewer Project** – On 5/30/24, Villager Construction completely repaved Kent Street from the Garlock entrance to the dead end as part of the sewer project restoration. They are currently working in Macedon but should be wrapping up soon. They have a couple large structures to install on Quaker Road 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.

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 May.

2. Town Clerk Report for June:**TOWN CLERK OFFICE REPORT TO THE BOARD
JUNE 2024**

I was on vacation the first week of June, and when I returned, we hosted the first ever joint luncheon/meeting for *both* the Wayne & Ontario County Clerk's here at the Town Hall on June 12th. Everyone in attendance very much enjoyed the presentation by Trooper Jason Klewicki about "Situational Awareness", and very much appreciated our town hall.

Through dog licensing in May, we sold 106 licenses totaling \$998.00.00, misc sales, EZ Passes, marriage licenses, hunting/fishing, vital record requests, Code and ESCROW deposits etc. - added an additional \$4,408.10. Total check disbursements for the month of May were \$5,406.10.

The DECALS (NYS Hunting and Fishing) hunting and fishing licenses will now be printed on plain paper for any licenses purchased after August 1st, 2024. Hunters will be asked to carry plastic baggies for the doe tags that they need to attach to the deer! Yes, thank you NYS! Our new dedicated printer is already set up for the new process.

I attended an on-line course with the Association of Towns regarding how to find (and apply for) grants and funding available to municipalities. The best source for viewing the complete list of what is available is found at www.regionalcouncils.ny.gov .

Lastly, "Free Fishing" for all in New York State is this coming June 29th & 30th, 2024. No licensing is required for anyone of any age!

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

1. Building Update: The Town Hall parking lot striping has been done in the front of the building, and the painting of portions of the interior of building will be the second week of July.

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 Update: The Comprehensive Plan Steering Committee has scheduled Public Workshop #2 for the Comprehensive Plan for Monday, July 15th. This workshop will be a drop-in format (like Workshop #1) and take place from 4:30 to 7:30 pm on the third floor of the

Palmyra Community Library. As always, the most up to date information can be found at www.palmyrany.com .

2. CEO Report for June: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates of compliance from May 21st, 2024, through June 25th, 2024.

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

4. Minutes from Planning Board Meeting from June 10th, 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. Congratulations to our Assessor, Paula Ruthven, for passing all exams and becoming a fully certified Assessor!

Councilman DeRue noted that though she had three years to complete her education and certification she completed it all in one year!

2. Assessor's Report for June:

**REPORT TO THE TOWN BOARD FROM THE ASSESSOR'S OFFICE
June 2024**

Grievance Day took place on May 28th, the BAR presided over 7 Grievance hearings and determination notices were mailed to residents June 19th. Many thanks to Julie for all her work helping this to go as well as it did.

One of our Board of Assessment Review members has resigned so we have an open seat on that Board.

The final roll was submitted to the County on June 12, 2024. The Final Roll will be available in hardcopy and online on or about July 1, 2024.

Village Tax bills were mailed in early June which prompted an increase in calls mostly pertaining to exemption questions

We are currently working on updating our property files for those that have opted in or out of the AG District designation provided to us by the Wayne County Economic Development and Planning Board, updating escrow information on our records and state STAR reports.

There are 16 May sales. 6 Village and 10 Town sales. There is 1 request for parcel merge.

The following are the sales/transfers for.

May 2024 Sales/Transfers						
MAP #	HS #	STREET	**	SALE \$	SALE DATE	TAV 2024
64111-15-734454	413	Fayette	**	0	05/06/2024	138,900
64111-11-558648	131-	Washington	**	0	05/07/2024	188,900
	133					
64111-15-652469	336	Canandaigua		232,000	05/17/2024	147,900
64111-15-630449	353	Canandaigua	**	1	05/22/2024	529,100
64111-11-646528	101-	E Charlotte		159,000	05/22/2024	121,600
	103					
64111-10-473676	334	W Main		170,000	05/23/2024	149,900
64113-00-975107	2641	Parker	**	0	05/01/2024	157,200
65112-00-163006	1762	Route 21 N	**	206,700	05/07/2024	133,000
66111-00-156865	4262	Hogback	**	95,000	05/13/2024	124,500
65110-00-074899	887	Johnson		265,000	05/15/2024	193,400
64110-00-463915	888	Stafford	**	1	05/15/2024	121,700
64111-15-598410		W Foster	**	0	05/15/2024	200
64112-00-979221	1850	Walker	**	1	05/22/2024	264,600
66112-00-686661		N Creek Rd	**	0	05/22/2024	18,200
65111-05-144896	1678	Route 21 N	**	100,000	05/23/2024	85,700
64112-19-585131	1864	Meadow		258,000	05/28/2024	196,200
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

3. Board of Assessment Review Minutes: The BAR held their annual hearings on May 28th, 2024, from 3:00 PM to 8:00 PM. The minutes were provided to the town board as well as to the town clerk for filing.

INFORMATION None currently.

RETURN TO TOWN AGENDA ITEMS

4. Approve: All Town Reports for May: Doug DeRue made a motion to approve all town reports including the Supervisor, Town Clerk, Code Officer, Assessor, and Highway reports for the month of May.

Second: Brad Cook

Vote: 4 Ayes. Carried

5. Approve: Agreement with Wayne County for Mowing on County Roads: Jim Welch made a motion to approve the Supervisor to sign agreement with Wayne County for Mowing on County Roads commencing on May 1st, 2024, and ending on December 31st, 2024.

Second: Doug DeRue Vote: 4 Ayes. Carried

6. Approve: Jake Hilton as Deputy Highway Superintendent: Jim Welch made a motion to approve Jake Hilton to replace Michael Paul as Deputy Highway Superintendent, beginning July 11th, 2024, at a rate of \$31.52 per hour.

Second: Doug DeRue Vote: 4 Ayes. Carried

7. Approve: Authorize the Transfer of funds from the Employee Benefit Reserve to the General Fund: Doug DeRue made a motion to authorize the bookkeeper to transfer funds in the amount of \$18,369.09 from the Employee Benefit Reserve to General Fund for the payout of sick leave time for town employees who have retired in May 2024 and June 2024.

Second: Jim Welch Vote: 4 Ayes. Carried

8. Approve: Resolution #8-2024 Health Insurance Benefits Resolution: Brad Cook made a motion to approve Resolution #8-2024 Health Insurance Benefits Resolution, as written:

Second: Doug DeRue Vote: 4 Ayes. Carried

**Resolution #8-2024
HEALTH INSURANCE BENEFITS RESOLUTION
Approved June 27, 2024**

Effective July 1, 2024, the Town of Palmyra will make available to its full-time salaried employees, full-time hourly employees, and full-time elected officials the following health insurance benefits.

- a) The Town will furnish health insurance at no cost to the employee for a single participant in the "SimplyBlue Plus-Platinum 3 Plan" and/or for a single participant in the "Dental Blue Options Plan".

Or

- b) The Town will pay a sum equal to seventy percent (70%) of the cost of the "SimplyBlue Plus-Platinum 3 Plans" or the "SimplyBlue Plus-Gold 5 Plans" and the "Dental Blue Options Plan". The employee will pay the balance of thirty percent (30%) through payroll deductions. The deductions will start when the insurance is effective.

Or

- c) For those eligible employees who elect not to participate in either of the above plans and elect not to participate in any of the Town of Palmyra's health insurance plans during the calendar year, the Town will give the employee a credit of One Thousand Dollars (\$1,000.00) per calendar year for any employee that has been employed the entire calendar year. The sum credited will be paid to the eligible employee with the last payroll of the calendar year.

The Town of Palmyra will make available to part-time elected officials, hired BEFORE January 1, 2008, the following health insurance benefits.

- a) The Town of Palmyra will pay Four Hundred Dollars (\$400.00) per month of any health insurance plan available through the Town for each full month the employee works. Any amounts due over and above the Four Hundred Dollars (\$400.00) will be taken through a payroll deduction. The deductions will start when the insurance is effective.

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- b) For those eligible employees who elect not to participate in the above health insurance plan; the Town will give the employee a credit of One Thousand Dollars (\$1,000.00) per calendar year for any employee that has been employed the entire calendar year. The sum credited will be paid to the eligible employee with the last payroll of the calendar year.

Health Insurance Benefits for part-time employees hired AFTER January 1, 2008:

After January 1, 2008, all new part-time employees: salary, hourly and elected will not be eligible to receive health insurance benefits from the Town of Palmyra. These employees will not be allowed to participate in the Town's health insurance program.

Health Insurance Benefits for employees who retire AFTER January 1, 2024:

Full-time salaried employees, full-time hourly employees, and full-time elected officials who retire with 15 years of service and attain the age of 55 will be entitled to participate in the medical and/or dental plan as a single member. The cap imposed will be subject to the number of years of full-time employment with

the town. The retiree's spouse is entitled to participate in the Town's medical and/or dental plan by paying the full cost of coverage.

- 15 years of service - \$360.00 per month
- 20 years of service - \$395.00 per month
- 25 years of service - \$430.00 per month
- 30 years of service - \$465.00 per month

[Health Insurance Benefits for employees who retired BEFORE January 1, 2024:](#)

Full-time salaried employees, full-time hourly employees, and full-time elected officials hired after January 1, 1987, who retire with 15 years of service and attain the age of 55 will be entitled to participate in the medical and/or dental plan as a single member subject to the cap imposed by the Town at the time of retirement. The current cap is Two Hundred Fifty-Five Dollars (\$255.00) per month. The retiree's spouse is entitled to participate in the Town medical and/or dental plan by paying the full cost of coverage.

- The Town will permit retired employees who chose not to continue to participate in the Town's health insurance plan to receive contributions from the Town toward their health insurance. The Town upon proof of payment of the coverage will reimburse the retiree for the cost of coverage up to the reimbursement cap, which the Town had adopted at the time of their retirement.
- Medicare premiums are exempt for reimbursement.

Duly moved and carried by the Town Board of the Town of Palmyra on June 27th, 2024

9. Approve: Second Modification of Consent Order: Brad Cook made a motion to approve the Supervisor to sign the Second Modification of Order on Consent for the Old Landfill on Garnsey Road.

Second: Doug DeRue Vote: 4 Ayes. Carried

10. Approve: Professional Service Agreement with Labella: Doug DeRue made a motion to approve the Professional Service Agreement with Labella for further work on consent order:

Second: Jim Welch Vote: 4 Ayes. Carried

11. Approve: Purchase of 50 service hours from Integrated System: Brad Cook made a motion to approve the Purchase of 50 service hours Integrated System, not to exceed \$4,750.00.

Second: Doug DeRue Vote: 4 Ayes. Carried

12. Approve: Jason Rowe Employment: Jim Welch made a motion to approve the employment of Jason Rowe at the Town Highway Department.

Second: Doug DeRue Vote: 4 Ayes. Carried

MOTION TO APPROVE CLAIMS AND EXPENDITURES

Jim Welch made the motion to approve claims and expenditures for June 2024: Vouchers #2024-590 through #2024-709 totaling \$107,749.74, as noted below.

Second: Doug DeRue Vote: 4 Ayes. Carried

Abstract Total of Vouchers Pre-Paid:

GENERAL FUND	\$ 4032.17
PART TOWN	\$ 107.20
Total	\$ 4,139.37

Abstract Total of Vouchers Un-Paid:

GENERAL FUND	\$ 36,430.95
PART TOWN	\$ 9,079.38
DA HIGHWAY FUND	\$ 7,867.75
DB HIGHWAY FUND	\$ 19,938.75
NORTH SEWER	\$ 13,818.00
STAFFORD RD SEWER	\$ 1,008.00
SOUTHWEST SEWER	\$ 2,359.00
Total	\$103,610.37

MOTION TO ADJOURN

At 8:44 PM, Doug DeRue made the motion to adjourn the meeting.

Second: Jim Welch Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Palmyra Town Clerk

NEXT Meeting:
REGULAR TOWN BOARD MEETING
Thursday, July 25th, 2024
7:00 PM – Palmyra Town Hall