

**REGULAR MEETING OF THE TOWN BOARD  
PALMYRA TOWN HALL  
August 22<sup>nd</sup>, 2024**

At 7:00 p.m., Supervisor Gary Rose called to order the regular Town Board meeting, scheduled for Thursday, August 22<sup>nd</sup>, 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  
Brad Cook, Councilman  
Todd Pipitone, Councilman

Councilman Doug DeRue was absent.

Motion was made by Todd Pipitone to approve the minutes of the Town Board meeting which took place on July 25<sup>th</sup>, 2024.

Second: Brad Cook      Vote: 3 Ayes. Carried

Councilman Pipitone abstained as he was absent.

**ATTENDANCE**

Also in attendance: Chuck & Julie Hartman, Hwy Superintendent Mike Boesel, Linda Valley, Kammy Catchman, Gigit Graham, and as of tonight, our new Deputy Town Clerk Kristi Dubach.

**HEARING**    There was no official hearing this evening.

**TOWN AGENDA ITEMS TO RECOGNIZE A RETIREMENT FROM THE TOWN CLERK'S OFFICE**

**1. Approve: Proclamation in Recognition of Heidi V. Jarvis:**    Todd Pipitone made a motion to approve the Proclamation in Recognition of Heidi V. Jarvis, as written:

Second: Jim Welch      Vote: 4 Ayes. Carried

The proclamation was read aloud by the town clerk.

**PROCLAMATION IN RECOGNITION OF**

*Heidi V. Jarvis*

**WHEREAS**, the Town Board of the Town of Palmyra, County of Wayne, State of New York, would like to note the over 10 years of service from Heidi V. Jarvis as Deputy Town Clerk and Deputy Registrar 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 as Deputy Town Clerk and Deputy Registrar has brought to the Town as a whole, especially to the Town Clerk's office for continually being an integral part of that team; and

**WHEREAS**, the Town Board of the Town of Palmyra, and especially the Town Clerk, wishes to express their appreciation and deep gratitude to Heidi V. Jarvis for not only her hard work, but for always acting as the right (and left) hand to the clerk, always being able to read the clerk's mind, and for bringing calm, organization, and structure where there is never-ending (but expected) chaos in the Town Clerk's Office!

**NOW, THEREFORE, BE IT RESOLVED**, the Town Board of the Town of Palmyra hereby proclaims that Heidi V. Jarvis has set the example for future Deputy Town Clerks; and

**BE IT FURTHER RESOLVED**, that the Town Board of the Town of Palmyra wishes Heidi V. Jarvis many fruitful and enjoyable years in retirement from the Town of Palmyra, and the best of luck keeping it natural in her beautiful new store!

**EMS BOARD REPRESENTATIVE**

Mike Catalano, Wayne County EMS Advisory Board representative, 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 had received the Bookkeepers monthly financial report for July.

**2. Old Landfill Update:** We have received the tentative plan of the final closure plan from LaBellas, and it is currently being reviewed by the town attorney as well as the town board. This will then be submitted to the DEC by the end of August. The Supervisor has a sit-down meeting with LaBella on Friday August 28<sup>th</sup>, 2024 to discuss the plan.

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

**HIGHWAY SUPERINTENDENT REPORT  
FOR TOWN BOARD MEETING  
8/22/24**

Since the 7/25/24 Town Board meeting we have completed the following work:

- Culvert Work – Garnsey Road
- Asphalt Patching – Garnsey, Palmer, S.Creek Roads
- Cut Shoulders (with Rodney Lake operating E54) – S.Creek Road and Palmer Road
- Treework – roadside cleanup from miscellaneous storms
- Inter-municipal Assistance
  - 7/25/24 1 Palmyra bobcat/mill to Macedon to help with rebates milling
  - 7/30/24 2 Palmyra trucks to Macedon to help with paving – Denise Drive
  - 8/20/24 2 Palmyra trucks to Macedon to help w/ chip sealing – Daansen, Creek Rds

- 8/20/24            3 Macedon trks, 2 Marion trucks, 1 Macedon roller to Palmyra – chip sealing
  - 8/21/24            3 Macedon trks, 2 Marion trucks, 1 Macedon roller to Palmyra – chip sealing
  - 8/22/24            2 Palmyra trks to Wayne County Hwy to help with paving
- **Summer Projects** – On 8/20 and 8/21, we chipsealed Daansen Road, Floodman Road and Palmer Road. Next week, we intend to nova-chip South Creek Road from North Creek to East Palmyra/Tellier Road.
  - **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 in early July and we finished the entire Town last week. We borrowed about 13 black tube traffic counters from WC Highway Dept. I can share the results of our data collection efforts later, but there were no real significant changes from 2019 to 2024.
  - **Town Hall Improvements** – Last month we replaced the caster wheels on one of the furniture carts storing chairs under the stage in the gym. This month we spent a fair amount of time on the gutters and downspouts. We are suggesting gutter guards to help keep the leaves out and are going to schedule roto-rooter to help us flush the downspout underground drainage. We are looking to obtain the correct downspout adaptors to the underground drain line and likely install some new drainage tile once we know exact locations.
  - **Personnel** – We are currently advertising for the 3<sup>rd</sup> and final open highway position. An advertisement was placed in the last edition of the Times of WC as well as the upcoming edition. The A-frame signs are in front of Town Hall and Highway. The Town Facebook page has been updated as well.
  - **Winter Prep** –The Salt Contract expires on 8/31 and the new Contract comes into effect in Sept. The Contract was re-bid this year with American Rock Salt submitting the apparent low bid of \$58.75/ton, down from \$59.87. This is a switch from Cargill back to ARS. We are currently at 50% of our requested allotment for this past season. We currently have \$86k remaining in my salt funds for this season, but I will be placing new salt orders in Sept/Oct for re-stocking both barns.

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

Mr. Boesel also added that road work on Rt 21, from the thruway to the village of Palmyra will begin in September, so we should expect delays. He also reported that the highway department is having issues keeping barricades where they belong as people are stealing them. Councilman Welch asked that at the next board meeting

they have the bookkeeper pull \$5,000.00 into the depleted garage account (cost of compressor that was needed earlier this year). He also stated that the reserve was still \$24,000 and will keep them on budgeted amount. Discussion ensued, and the board agreed. Supervisor Rose asked if there was any new information about the outstanding highway grant? Mr. Boesel said that he has left numerous messages, and that they have until July of 2025 to complete the project. Mr. Rose asked that he please double check and verify that.

**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 July.

**2. Town Clerk Report for August:**

**TOWN CLERK OFFICE REPORT TO THE BOARD  
August 2024**

A little shorthanded and very busy at this time! Not only were we interviewing for a deputy town clerk, but we are also issuing hunting licenses and doe permits and have received the school taxes that we have begun sorting.

I want to thank PAL-MAC for accommodating all the changes that the county has made to tax collection and appreciate them even picking up our taxes in Batavia!!

We are very excited for our new Deputy Town Clerk to begin on September 4<sup>th</sup>...I think Kristi Dubach will be a wonderful addition to our team!

Through dog licensing in July 2024, we sold 65 licenses totaling \$605.00, misc sales, marriage licenses, hunting/fishing, vital record requests, EZ-Pass, zoning, escrow deposits, etc- added an additional \$3,860.88. Total check disbursements for the month of July were \$4,465.88. As always at this time of year, we have had an upswing in marriage licenses issued...I have seven this week!

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

**1. Building Update:** As requested at last meeting, the Highway has been up to the Town Hall to survey the drainage system, and some minor gutter parts will need to be replaced. Kyle found numerous more blockages underground, and Roto Rooter is being contacted so that they can come check the southwest corner and in back.

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

**- Councilman Todd Pipitone**

**1. Comprehensive Plan:** There was a committee meeting on Monday, August 12<sup>th</sup> at Town Hall. The main goal of that meeting was to review the results from Public Workshop #2 and complete future land use visioning exercises. It is anticipated that a joint Town / Village Board meeting will be held in the fall to review a draft of the actual plan. As always, you can view the latest information and meeting notes at [www.palmyrany.com/comprehensive-plan](http://www.palmyrany.com/comprehensive-plan) .

**2. CEO Report for August:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates of compliance from July 23, 2024, through August 20, 2024.

**3. Minutes from Zoning Board Meeting from August 8<sup>th</sup>, 2024:** The minutes for the Zoning board meeting were shared with the town board.

**4. Minutes from Planning Board Meeting from August 12, 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 (ABSENT)  
Reported by Supervisor Rose

**1. Assessor's Report for August:**

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

Our file was submitted to the County at the end of July to prepare for school tax bills.

We are currently interviewing for the open Board of Assessment Review seat.

There are 18 June sales. 6 Village and 12 Town sales. There are two parcel merge/split requests.

The following are the sales/transfers for July.

<b>July 2024 Sales/Transfers</b>						
<b>MAP #</b>	<b>HS #</b>	<b>STREET</b>	<b>**</b>	<b>SALE \$</b>	<b>SALE DATE</b>	<b>TAV 2024</b>
64111-11-627566	225	Canandaigua	**	0	07/02/2024	120,400
64111-11-682537	249	Cuyler	**	0	07/02/2024	213,900
64111-14-423443	383	W Foster	**	175,000	07/01/2024	165,100
64111-07-666753	126	Canal	**	20,000	07/02/2024	8,700
64111-15-669479	329	Hathaway		213,000	07/12/2024	146,400
64111-15-553478	361	Birdsall		230,000	07/24/2024	159,100
64111-00-591239	1145	Canandaigua	**	0	07/03/2024	171,700
64111-16-908304	1188	Johnson		223,000	07/03/2024	146,100
64113-00-528188	2702	Maple		650,000	07/08/2024	339,900
64112-00-380623		Macedon Center	**	0	07/15/2024	40,400
64112-00-374679		Macedon Center	**	0	07/15/2024	11,600
64112-00-364679		Macedon Center	**	0	07/15/2024	11,600
66111-14-291312	4351	Route 31	**	0	07/19/2024	175,600
65113-00-813914		DeSmith	**	4,000,000/2	07/24/2024	200,600
67113-00-032707		Cambier	**	4,000,000/2	07/24/2024	170,200
65111-05-080904	1672	Walker	**	235,000	07/24/2024	235,000
64112-19-598091	3017	Bonnie	**	124,900	07/24/2024	139,800
64113-00-458944	2914	Sherwood	**	250,000	07/26/2024	214,700
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 still 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](mailto:assessor@palmyrany.com)

### INFORMATION

None this evening.

### RETURN TO TOWN AGENDA ITEMS

**2. Approve: All Town Reports for July:** Todd Pipitone made the motion to approve all town reports including the Supervisor, Town Clerk, Code Officer, Assessor, and Highway reports for the month of July.

Second: Brad Cook      Vote: 4 Ayes. Carried

**3. Approve: Contract with NOCO Natural Gas & Electric:** Todd Pipitone made the motion to approve the Supervisor to sign the 24-month agreement with NOCO Natural Gas & the 12-month agreement with NOCO Electric.

Second: Brad Cook      Vote: 4 Ayes. Carried

**4. Approve: Accept resignation/retirement letter from Heidi V. Jarvis:** Brad Cook made the motion to accept the resignation/ retirement notification from Deputy Town Clerk / Registrar, Heidi V. Jarvis, with her official retirement date from the Town of Palmyra as Friday, August 16<sup>th</sup>, 2024.

Second: Jim Welch      Vote: 4 Ayes. Carried

**5. Approve: Kristi Dubach as Deputy Town Clerk/Registrar:** Brad Cook made the motion to approve Kristi Dubach to replace Heidi Jarvis as Deputy Town Clerk/Registrar, beginning September 4<sup>th</sup>, 2024, at a rate of \$19.00 per hour.

Second: Todd Pipitone      Vote: 4 Ayes. Carried

**6. Approve: Dates for 2025 Budget Workshops:** Todd Pipitone made the motion to approve Budget Workshop dates of Tuesday September 3<sup>rd</sup>, Tuesday September 10<sup>th</sup>, Tuesday September 17<sup>th</sup>, Tuesday September 24<sup>th</sup>, and Tuesday October 1<sup>st</sup> (If necessary), with all workshops beginning at 6:30 PM.

Second: Brad Cook      Vote: 4 Ayes. Carried



**MOTION TO APPROVE TOWN CLAIMS AND EXPENDITURES**

Todd Pipitone made the motion to approve the August 2024, Vouchers #2024-794 through #2024-874, totaling \$52,783.73, as noted below:

Second: Brad Cook      Vote: 4 Ayes. Carried

<b><u>Abstract Total of Vouchers Pre-Paid:</u></b>		<b><u>Abstract Total of Vouchers Un-Paid:</u></b>	
GENERAL FUND	\$ 21,082.68	GENERAL FUND	\$ 2,481.45
PART TOWN	\$ 8,122.01	PART TOWN	\$ 192.11
DA HIGHWAY	\$ 2,581.07	DB HIGHWAY FUND	\$ 210.45
DB HIGHWAY	\$ 18,113.96	<b>Total</b>	<b>\$ 2,884.01</b>
<b>Total</b>	<b>\$ 49,899.72</b>		

**MOTION TO ADJOURN**

At 8:18 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Brad Cook      Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn  
Palmyra Town Clerk

**Next Meetings:**

**BUDGET WORKSHOPS:**  
Tuesday September 3rd,  
Tuesday September 10th,  
Tuesday September 17th,  
Tuesday September 24<sup>th</sup>,  
and Tuesday October 1<sup>st</sup> (If necessary)  
**6:30 PM – Palmyra Town Hall**

**REGULAR TOWN BOARD MEETING**  
**Thursday, September 26th, 2024**  
**7:00 PM – Palmyra Town Hall**