

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
December 30th, 2024**

At 7:00 p.m., Supervisor Gary Rose called to order the regular Town Board meeting, scheduled for Monday, December 30th, 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
Todd Pipitone, Councilman

At this time, Supervisor Rose asked for a moment of silence to honor the memory of Derrick Lich. The Town Clerk was asked to then read the following proclamation:

PROCLAMATION OF APPRECIATION
With the Passing of
Derrick Lich

WHEREAS, the Town Board of the Town of Palmyra, County of Wayne, State of New York, mourns the passing of Derrick Lich, along with his family, friends and Palmyrans; and

WHEREAS, the Town Board recognizes his over decade of service to the Town of Palmyra by Derrick Lich as first a Member, and then Chairperson, of the Zoning Board of Appeals;

WHEREAS, the Town Board of the Town of Palmyra appreciates the outstanding and heartfelt commitment that Derrick Lich had brought to the Town as a whole;

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

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Palmyra wishes to express its deep gratitude to Derrick Lich for the time and effort in serving on the Zoning Board of Appeals, as well as to the children of Palmyra-Macedon for many years as their coach; and

BE IT FURTHER RESOLVED THAT the Town Board of the Town of Palmyra wishes to thank the family of Derrick Lich for sharing his never-ending smile, talents, and services with the families of Palmyra, and for supporting Derrick in carrying out his various Town duties.

Dated: December 30th, 2024

Motion was made by Todd Pipitone to approve the minutes of the Joint Town & Village Board Meeting and Hearing which took place on November 25th, 2024.

Second: Brad Cook Vote: 4 Ayes. Carried

Motion was made by Todd Pipitone to approve the minutes of the regular Town Board Meeting which took place on November 26th, 2024.

Second: Brad Cook Vote: 4 Ayes. Carried

ATTENDANCE

Also in attendance: Julie Hartman, Casey Carpenter (Times of Wayne County), Amanda Hill, and Highway Superintendent Mike Boesel.

HEARING There was no official hearing this evening.

EMS BOARD REPRESENTATIVE

Mike Catalano, Wayne County EMS Advisory Board representative, was unable to attend.

COMMUNICATIONS RECEIVED

Letter from the Department of Health regarding the routine inspections of the Palmyra South SA Public water supply, as well as the Pal-Mac-Walworth water supply. They reported that the most recent water quality monitoring found the water is of good quality and meets all state and federal standards.

PUBLIC INPUT None from 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 has received the Bookkeepers monthly financial report for November.

2. Old Landfill Update: Mr. Rose has been in contact via email with the engineering group but has heard nothing back yet.

3. Municipal Shelter Inspection: The town received the Municipal Shelter inspection report from November 19, 2024. All shelter services were rated "satisfactory". The supervisor noted it can only be either satisfactory or unsatisfactory!

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

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

1. Highway Department report for December:

**HIGHWAY SUPERINTENDENT REPORT
FOR TOWN BOARD MEETING
12/30/24**

Since the 11/26/24 Town Board meeting we have completed the following work:

- **Plowing/Sanding** –To date this winter season we have made 28 trips out of the barn.

A comparison to this point of the past 5 winter seasons is below:

- December 2023 – 9 trips
 - December 2022 – 10 trips
 - December 2021 – 12 trips
 - December 2020 – 17 trips
 - December 2019 - 32 trips.
- **Salt Orders** – So far for the month of December we have ordered 600 tons of salt. For the winter season we have received 619 tons of our 2500-ton allotment, or approximately 25% of our allotment.

- **Brush Mowing/Tree Work** – This month we continued brush mowing on Schilling Road and performed tree trimming on several roads. We plan to continue as the weather permits.
- **Leaf Pickup** – With all the winter weather we've experienced this month, it's hard to believe we just finished picking up leaves a few weeks ago. The last remaining leaves in the Town were picked up during Thanksgiving week and on Dec 10th.
- **Fleet Maintenance** – We continue with general maintenance on the entire fleet after each plow run. We will soon start to bring in various 'summer'-related pieces of equipment for their annual servicing and maintenance work.
- **Equipment** –
 - **2026 Mack 10-Wheel Dump** – Letter of Intent to Purchase submitted (approved last meeting)
 - **Hydraulic Hose Crimp Machine** – Purchase Approval – Kimball Midwest NTE \$5,900.00
 - **2010 Mack 10-Wheel Dump (T10)** – This truck has been out-of-commission since 12/12/24 for exhaust regeneration issues. Parts have been on order but delayed. We are hoping to have this truck repaired by the end of this week.

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

Supervisor Rose if Councilman Welch would like to approve the purchase of the Hydraulic Hose Crimp Machine at this time?

Jim Welch made the motion to approve the purchase of the Kimball Midwest Hydraulic Hose Crimp Machine, not to exceed \$5,900.00.

Second: Brad Cook Vote: 4 Ayes. Carried

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 November.

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

It has been a hectic few months in the Town Clerk's office with retirements and staff changes, but we now have a new Deputy Town Clerk, Amanda Hill, and I am very excited to have her as part of our team!

December was the perfect month to begin preparing all of our year end financials, and also get ready for Town and County tax collection. Legal notices were sent to the newspaper as I have already received the warrant and taxes from the county; and contracts that were previously approved have been sent out awaiting additional signatures where appropriate.

The taxes have been separated and processed and will be mailed out to homeowners and banks on December 31st. Collection begins when we return after the New Year.

In my absence and crazy schedule, the town clerk's office continued running smoothly, thanks to Heidi Schukraft! She kept up on our day-to-day tasks, worked on special projects, and kept me in the loop so that I could also work from home, as well as at the office at odd times.

Through dog licensing in November, we sold 57 licenses totaling \$490.00, misc sales, including marriages licenses, E-Zpasses, hunting/fishing, vital record requests, Bingo proceeds, Zoning, etc – added an additional \$3,843.00. Total check disbursements for the month of November totaled \$4,333.34.

Thank you to my crew, and to my town board liaison Brad Cook, for making 2024 a fantastic year in the Town Clerk's office!

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

1. Building Update: No updates at this time, other than Clingerman Painting has laid a coat of primer and the first coat of paint on the area of the ceiling in the meeting room that was fixed. They will be back to lay more coats of paint soon.

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

1. Comprehensive Plan: At a joint, town & village board meeting on November 25, 2024, the draft of the Comprehensive Plan was approved and has been available for public viewing. The public hearing for the plan will be on January 23, 2025, 7 PM, at the Town Hall. As always though, you can view the latest information and meeting notes at www.palmyrany.com/comprehensive-plan.

2. CEO Report for December: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates of compliance for November 21st, 2024 through December 20th, 2024.

3. Minutes from the Zoning Board Meeting for December : No meeting this month.

4. Minutes from Planning Board Meeting on December 9, 2024: Minutes from the Planning Board meeting from December 9th, 2024, were shared with the board.

5. TPX Phone Systems: We are under a one-year auto renewal (renewal date is 1/21/2025). Because we are within 90 days we will auto renew until 1/21/2026. We now have a phone number to contact them for technical assistance, and it was agreed that we will revisit the contract in June of 2025.

Government Operations: Assessor, Fire Protection Contracts, Youth & Aging, and Historians:**- Councilman Doug DeRue****1. Assessor's Report for December:**

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

The State has mailed income worksheets to some seniors that require additional income verification information to determine their STAR eligibility. These forms are usually sent to residents that do NOT file an income tax return. If you have questions about this worksheet, you can call the STAR Hotline at 518-457-2036.

Exemption renewals are mailing on 12/31/2024, please gather your 2023 Income Tax Returns and/or proof of income for Limited Income Senior [RP-467] and Disability [RP-459-c] Renewals.

For Agricultural Assessment Renewals, I have requested new soil group worksheets from landowners with worksheets greater than 10 years old.

Please note that you Do not need to renew your BASIC STAR or ENHANCED STAR exemption, but if you will be turning 65 by December 31, 2025, and your Adjusted Gross Income for 2023 was less than or equal to \$107,300 you may want to consider applying for the Enhanced STAR.

*** Please note that the STAR exemption applies to the School Tax Bill [September] and NOT on the Town/County Tax bill [January]

You can stop into the office or call if you have questions. It may be beneficial to call and make sure we are in the office before you come in.

There are 13 November sales. 5 Village and 8 Town sales. There were no parcel merge/split requests.

The following are the sales/transfers for November

November 2024 Sales/Transfers						
MAP #	HS #	STREET	**	SALE \$	SALE DATE	TAV 2024
64111-10-424585	210	Stafford	**	0	11/8/2024	140,700
64111-15-650425	410	Canandaigua		220,000	11/12/2024	142,600
64111-12-760703	323	E Main		110,000	11/18/2024	70,000
64111-11-708685	208	E Main	**	110,000	11/18/2024	81,200
64111-16-925361	3284	E Foster	**	70,000	11/19/2024	100,400
64111-00-294893	1664	Daansen	**	0	11/04/2024	165,200
64113-00-978571	000	Parker	**	60,000	11/6/2024	46,300
66111-00-634759	1579	Port Gibson	**	65,000	11/18/2024	141,500
66111-18-363134	4401	Route 31		210,000	11/22/2024	133,000
65111-00-270984	3545	N Creek		155,000	11/25/2024	205,000
66112-00-555671	000	N Creek	**	150,000/3	11/26/2024	400
66112-00-611626	000	N Creek	**	150,000/3	11/26/2024	30,600
66112-00-664647	4681	N Creek	**	150,000/3	11/26/2024	126,300
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

GENERAL INFORMATION

Now that the snow has really kicked in for the winter, please note that any school or government closings will be reported on Channel 13WHAM-ABC, 13WHAM.com, and Fox Rochester, along with Town, Village and School social media.

TOWN AGENDA ITEMS

1. Approve: All Town Reports for December: 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 November.

Second: Brad Cook Vote: 4 Ayes. Carried

2. Approve: Supervisor to sign the Insurance Renewal with Eastern Shore Associates: Todd Pipitone made the motion to approve the Supervisor to sign the Insurance Renewal with Eastern Shore Associates with any board changes that were noted in the acceptance quote.

Second: Doug DeRue Vote: 4 Ayes. Carried

3. Approve: Contract: Highway Snow & Ice – 2025 with Wayne County: Jim Welch made the motion to approve the Supervisor to sign (with approval from highway superintendent) the Snow and Ice removal Contract with Wayne County for 2025. This agreement commences on January 1, 2025, ending December 31, 2025.

Second: Brad Cook Vote: 4 Ayes. Carried

4. Approve: Approve Date for Organizational Meeting in 2025: Todd Pipitone made the motion to approve Tuesday January 7, 2025, at 7 PM, at the Palmyra Town Hall, for the 2025 Organizational Meeting.

Second: Jim Welch Vote: 4 Ayes. Carried

5.Approve: Reappointment of Steve Hays to Planning Board: Todd Pipitone made the motion to reappoint Steve Hays to the Planning Board, with term commencing January 1st, 2025 and ending December 31, 2029.

Second: Brad Cook Vote: 4 Ayes. Carried

6.Approve: Reappointment of Don Wilkins to Zoning Board of Appeals:

Todd Pipitone made the motion to reappoint Don Wilkins to the Zoning Board of Appeals, with term commencing January 1st, 2025 and ending December 31, 2029.

Second: Doug DeRue Vote: 4 Ayes. Carried

7.Approve: Resolution 12-2024: Authorize Budgetary Journal Entries to close the 2024 Fiscal Year:

Todd Pipitone made the motion to approve the Town Bookkeeper to make any necessary adjusting and budgetary journal entries in closing the 2024 fiscal year, as written:

Second: Doug DeRue Vote: 4 Ayes. Carried

**AUTHORIZE BUDGETARY ADJUSTMENTS
TO CLOSE 2024 FISCAL YEAR- TOWN OF PALMYRA
WAYNE COUNTY, New York State**

BE IT RESOLVED that the Town Board of the Town of Palmyra authorizes the Town Bookkeeper to make any necessary budgetary journal entries in closing the 2024 fiscal year.

Adopted this 30th day of December 2024, at the regular meeting of the
Palmyra Town Board.

8. Approve: RESOLUTION #13-2024 Authorizing Transfer of Funds: Todd Pipitone made the motion to approve Resolution #14-2024 Authorizing the Transfer Of Funds to Refuse Reserve, as written;

Second: Jim Welch Vote: 4 Ayes. Carried

**RESOLUTION #13-2024 AUTHORIZE TRANSFER FO FUNDS TO REFUSE
RESERVE**

BE IT RESOLVED that the Town Board authorizes the transfer of funds in the amount of \$42,563.00 FROM General Fund appropriation line: 81614.01.000.00 "Landfill – Contractual Expenditure" TO General Fund Refuse Reserve.

Adopted this 30th day of December 2024, at the regular meeting of the
Palmyra Town Board.

9, Approve: Budget adjustments for 2024: Todd Pipitone made the motion to approve the following Budget Adjustments for the General Fund, Part Town, DA Highway, and DB Highway for 2024, as written:

Second: Jim Welch

Vote: 4 Ayes. Carried

**Town of Palmyra
General Fund - Budget Adjustments
December 30, 2024**

ACCOUNT#	ACCOUNT TITLE	INCREASE	DECREASE
11101.01.000.04 11104.01.000.00	Justices Pers Svcs - Court Bailiff Justices Cont Exp	581.05	(581.05)
13551.01.000.03 13554.01.000.00	Assessor Pers Svcs - Clerk/Part Time Assessor Cont Exp	2,016.00	(2,016.00)
13574.01.000.00 13571.01.000.00	Bd of Assessment Cont Exp Bd of Assessment Pers Svcs	104.65	(104.65)
16204.01.000.00 16204.01.000.11 16204.01.000.12 16204.01.000.37	Bldgs Cont Exp Bldgs Cont Exp - Cleaning Bldgs Cont Exp - Phone & Internet Bldgs Cont Exp - Repairs & Maint	682.96 6.86 22.96	(712.78)
16804.01.000.00 19504.01.000.00 39894.01.000.00 19904.01.000.00	Data Processing - Cont Exp Taxes & Assess on Municipal Other Public Safety - Cont Exp Contingency Account	936.76 127.54 1,511.47	(2,575.77)
35104.01.000.00 35104.01.000.13	Animal Control Cont Exp Animal Ctrl Cont Exp - Dog Licensing	60.00	(60.00)
50104.01.000.00 51324.01.000.15 51322.01.000.00 51324.01.000.10	Supt of Hwy Cont Exp Garage Cont Exp - Clothing & Uniform Garage Equipment Garage Cont Exp/Gas & Electric	1,635.14 1,142.26	(1,248.00) (1,529.40)
90558.01.000.00 90608.01.000.00 90898.01.000.25 90108.01.000.00	Disability Insurance Medical & Dental Insurance Other Employee Benefits - Health Ins State Retirement	76.94 2,393.31 1,000.00	(3,470.25)
TOTAL BUDGET ADJUSTMENTS:		12,297.90	(12,297.90)

**Town of Palmyra
Part Town Fund - Budget Adjustments
December 30, 2024**

ACCOUNT#	ACCOUNT TITLE	INCREASE	DECREASE
40201.02.000.00	Registrar of Vital Stats Pers Svcs	332.00	
51824.02.000.00	Street Lighting Cont Exp	1,674.48	

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80254.02.000.00	Joint Survey Comm Cont Exp/Comp Plan	259.68	
90108.02.000.00	State Retirement	1,381.00	
90608.02.000.00	Medical & Dental Insurance	1,101.28	
19904.02.000.00	Contingency Account		(4,748.44)
69894.02.000.21	Other Economic & Dev Cont Exp/Website	295.99	
80104.02.000.00	Zoning Board Cont Exp	157.34	
80154.02.000.16	CEO Cont Exp/Vehicle	898.13	
80154.02.000.18	CEO Cont Exp/Postage	98.82	
80204.02.000.00	Planning Board Cont Exp	115.84	
80154.02.000.00	CEO Cont Exp		(1,566.12)
TOTAL BUDGET ADJUSTMENTS:		6,314.56	(6,314.56)

Town of Palmyra
DA Highway Fund - Budget Adjustments

December 30, 2024

ACCOUNT#	ACCOUNT TITLE	INCREASE	DECREASE
51301.03.000.05	Machinery Pers Svcs/Overtime	103.55	
51302.03.000.00	Machinery Equipment	0.50	
51304.03.000.00	Machinery Cont Exp	14,857.81	
51401.03.000.00	Brush & Weeds Pers Svcs	2,017.80	
51401.03.000.06	Brush & Weeds Pers Svcs/Seasonal	736.00	
51404.03.000.00	Brush & Weeds Cont Exp	1,616.13	
51421.03.000.00	Snow Removal Pers Svcs	4,696.20	
51424.03.000.00	Snow Removal Cont Exp	841.70	
51484.03.000.00	Services Other Govts Cont Exp	2,711.14	
90108.03.000.00	State Retirement	3,774.00	
90558.03.000.00	Disability Insurance	1.34	
90608.03.000.00	Medical & Dental Insurance	15,303.53	
51484.03.000.24	Services Other Govts Cont Exp/Salt		(46,659.70)
TOTAL BUDGET ADJUSTMENTS:		46,659.70	(46,659.70)

Town of Palmyra
DB Highway Fund - Budget Adjustments

December 30, 2024

ACCOUNT#	ACCOUNT TITLE	INCREASE	DECREASE
51302.04.000.00	Machinery Equipment	6,646.57	
90108.04.000.00	State Retirement	3,774.00	
90608.04.000.00	Medical & Dental Insurance	709.65	
51101.04.000.06	General Repairs Pers Svcs/Seasonal		(10,240.00)
51104.04.000.00	General Repairs Cont Exp		(890.22)
TOTAL BUDGET ADJUSTMENTS:		11,130.22	(11,130.22)

10. Approve: Out of District Water user to Water District 1 Ext 2: Todd Pipitone made the motion to approve Supervisor to sign Authorization for Samuel T. Silco, 3318 Parker Rd, Marion, as Out of District Water User to District 1 Ext. 2, with the Town of Palmyra attorney approval.

Second: Brad Cook Vote: 4 Ayes. Carried

11. Approve: Amanda Hill as Full Time Deputy Town Clerk/Registrar: Brad Cook made the motion to approve Amanda Hill as Full Time Deputy Town Clerk/Registrar, beginning December 27th, 2024, at a rate of \$20.00 per hour. Welcome Amanda!

Second: Todd Pipitone Vote: 4 Ayes. Carried

12. Approve: Town Clerk to act as Delegate at the AOT Meeting: Brad Cook made the motion to approve the Town Clerk, Irene Unterborn to act as delegate at the Annual Business Meeting at the AOT meeting on February 18, 2025.

Second: Todd Pipitone Vote: 4 Ayes. Carried

13. Approve: Cost of Attending 2025 Association of Towns Meeting:

Brad Cook made the motion to approve the cost of the Town Clerk, Irene Unterborn to attend the 2025 Association of Towns meeting Feb. 16, 2025, thru Feb. 19, 2025, including travel, accommodation, registration, and meals, not to exceed \$1,800.00. This is a budgeted 2025 item.

Second: Todd Pipitone Vote: 4 Ayes. Carried

14. Approve: Purchase of NYS E-ZPass: Brad Cook made the motion to approve the purchase of 25 E-ZPasses for resale in the Town Clerk's Office, not to exceed \$525.00. This is a budgeted 2025 item.

Second: Todd Pipitone Vote: 4 Ayes. Carried

MOTION TO APPROVE TOWN CLAIMS AND EXPENDITURES

Todd Pipitone made the motion to approve the December 2024 Vouchers #2024-1197 through #2024-1358 , totaling \$106,779.31 as noted below:

Second: Todd Pipitone Vote: 4 Ayes. Carried

<u>Abstract Total of Vouchers Pre-Paid:</u>		<u>Abstract Total of Vouchers Un-Paid:</u>	
GENERAL FUND	\$ 14,466.53	GENERAL FUND	\$ 25,736.47
PART TOWN	\$ 523.33	PART TOWN	\$ 18,643.50
DB HIGHWAY	\$ 420.94	DA HIGHWAY FUND	\$ 46,204.54
Total	\$ 15,410.80	DB HIGHWAY FUND	\$ 784.00
		NORTH SEWER	\$ 0
		STAFFORD RD SEWER	\$ 0
		SOUTHWEST SEWER	\$ 0
		Total	\$ 91,368.51

MOTION TO ADJOURN

At 7:19 PM, Brad Cook made the motion to adjourn the meeting.

Second: Doug DeRue

Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Palmyra Town Clerk

Next Meetings:

ORGANIZATIONAL MEETING

**Tuesday January 7th, 2025, 7 PM
Palmyra Town Hall**

JOINT TOWN & VILLAGE BOARDs HEARING & MEETING

(This is our regular Town Board Meeting Night)

**Thursday January 23rd, 2025, 7PM
Palmyra Town Hall**