

**REGULAR MEETING OF THE TOWN BOARD  
PALMYRA TOWN HALL  
November 26<sup>th</sup>, 2024**

At 7:00 p.m., Supervisor Gary Rose called to order the regular Town Board meeting, scheduled for Tuesday, November 26<sup>th</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  
Douglas DeRue, Councilman  
Brad Cook, Councilman  
Todd Pipitone, Councilman

Motion was made by Todd Pipitone to approve the minutes of the Town Board meeting which took place on October 24<sup>th</sup>, 2024, and the Budget Hearing & Meeting which took place on November 7<sup>th</sup>, 2024.

Second: Doug DeRue      Vote: 4 Ayes. Carried

**ATTENDANCE**

Also in attendance: Chuck & Julie Hartman, Casey Carpenter (Times of Wayne County), Gigit Graham, Linda Valley, Mary Ann Williams, and EMS Advisory Board Representative Mike Catalano.

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

**EMS BOARD REPRESENTATIVE**

Mike Catalano, Wayne County EMS Advisory Board representative, is still looking into a couple of complaints from the Mayor and Fire Department of calls not being covered as timely as they hoped. Supervisor Rose stated that there was some question as to which contract the Village was working under with FLA. The village has not signed a contract since the ongoing one in 2010, whereas the town had updated and signed an ongoing agreement in 2018 & 2019. Mr. Catalano explained that the previous Town Supervisor felt that since the village is within the town, there was no need to have them sign. Supervisor Rose and Mr. Catalano agree that the

county is in no position at this time to pick up Palmyra for calls, and that because overall FLA seems to be doing a good job in our community we can wait to have a meeting with Fingerlakes Ambulance until after the holidays.

### COMMUNICATIONS RECEIVED

A letter was received from the Wayne County Water and Sewer Authority, and rates will change in 2025. The cost of water will increase from \$5.25 to \$5.50 per thousand gallons purchased, and the basic service charge will increase from \$30.00 to \$32.00 per quarter.

### 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 October.

**2. Old Landfill Update:** Mr. Rose said that he would love to have an update but does not! There has been no response yet from the DEC, and we have not passed by any deadlines. All correspondence is being done via email now so that there is a trail.

#### Public Works: Highway Department, Equipment and Facilities:

-Councilman James Welch

**1. Highway Department report for October:** Councilman Welch reported the following on Mr. Boesel's behalf:

**HIGHWAY SUPERINTENDENT REPORT  
FOR TOWN BOARD MEETING  
11/26/24**

Since the 10/24/24 Town Board meeting we have completed the following work:

- **Plowing/Sanding** –To date this winter season we have made no trips out of the barn.  
A comparison to this point of the past 6 winter seasons is below:
  - November 2023 – 0 trips
  - November 2022 – 1.25 trips
  - November 2021 – 1 trip
  - November 2020 – 3 trips
  - November 2019 - 3 trips.
  - November 2018 - 5 trips.
- **Shoulder Work** – Goldsmith, Hogback and South Creek Roads
- **Winter Prep** – In the past 30-days, all our trucks have been completely outfitted for the winter season. The sand barn is full, and all our sanders have been calibrated. We continue to perform routine maintenance to the fleet. We have also spent time training our newer drivers regarding their trucks, sanders, and their new plowing routes. We also installed our snow fence last week.
- **Roadside mowing** – Our roadside mowing program ended for the season on November 1<sup>st</sup>. Chris Bratt continues to do an excellent job, and we intend to have him back for another season next Spring. We intend to continue brush mowing thru this Fall once our trucks are completely setup for winter
- **Personnel** – Seth Pulcini started working full-time with us on 10/29/24. Chris Bratt ended his seasonal mowing on November 1<sup>st</sup>.
- **Training**
  - 11/5/24 - Cornell Local Roads Training (Mike B, Jake, Kiel) Running Your Highway Dept. This free event was hosted by the Wayne County Town Hwy Supts Association and held at the Cornell Coop Ext-Newark for about 25 attendees from surrounding highway depts.
  - 11/6/24 – NYMIR Safety During Snow/Ice Operations (Mike B, Jason Rowe, Seth Pulcini)
  - 11/19/24 – NYMIR webinar refresher on Sexual Harassment & Discrimination for entire crew
  - 11/19/24 – NYMIR webinar refresher on Workplace Violence for entire crew
- **N.Creek Water Tower Driveway** – On 10/25 and 10/26, we re-graded/re-surfaced the Town-owned water tower driveway on N.Creek Road. This driveway had been badly eroded again over the past several years since

we last re-graded it. We placed 8 loads of screened millings spread by Arcadia Highway grader/operator and rolled with WC Highway roller.

- **Truck Proposal (2025/2026)** – In my absence tonight, I am grateful that Councilman Welch will be providing details and funding plans for a new 2025/2026 truck purchase. The truck would be a 2026 model year Mack truck similar to our recent truck purchases.

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

**2. Discussion Regarding Highway Truck Purchase:** It has been proposed that by 2026 MACK will have to sell an electric truck and everyone is trying to get ahead and order before that time. There is \$3,500.00 discount if you can order a cab and chassis by 2025...so he is looking for approval for the Highway Superintendent to also get in the lineup so that we will not be paying even more if we wait until 2026. Discussion ensued as to how to pay for a new truck that will cost approximately \$167,380.00. Many options were discussed including money from DB Highway machine reserve, seasonal help transfer of funds, sales tax transfer of funds, CHIPS money for 2026, etc. This truck would replace the 2007 MACK, and it was suggested that we should find that value to help make the decision on funding. If the purchase goes through, there will need to be a letter of intent to the DEC stating this will be used for plowing. A vote will be taken later on tonight's agenda.

#### **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 October.

**2. Town Clerk Report for October:** The November and December reports will be combined. In the meantime, please feel free to call me if you have any questions.

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

**1. Building Update:** The roof has been repaired and the leak seems to be drying out in the meeting room. Airquip will be out to service and clean the furnaces on December 3<sup>rd</sup>, and the new cleaning service will begin on January 4<sup>th</sup>. Councilman Cook said that he will meet the cleaners here that day, but they will be told to meet with the Town Clerk first to get keys. Mr. Cook will also send the agreement and schedule to the clerk.

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

**1. Comprehensive Plan:** November 25<sup>th</sup>, 2024, there was a Joint Town & Village meeting with the Steering committee and MRB to review the draft of the Comprehensive Plan. There is a Public Hearing with regards to the plan, here at the Town hall at 7 PM, on January 23, 2025. As always though, 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 November:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates of compliance from October 22, 2024, through November 21, 2024.

**3. Minutes from the Zoning Board Meeting in November:** None for this month.

**4. Minutes from the Planning Board Meeting of November 12th, 2024:** The minutes for the November Planning Board were shared with the board prior to the meeting.

**5. Update on contract with TPX:** Councilman Pipitone said this is still ongoing, and will follow up after the holidays.

**Government Operations: Assessor, Fire Protection Contracts, Youth & Aging, and Historians:****- Councilman Doug DeRue****1. Assessor's Report for November:****REPORT TO THE TOWN BOARD FROM THE ASSESSOR'S OFFICE  
November 2024**

The State has mailed income worksheets to some seniors that require additional income verification information to determine their STAR eligibility. If you have questions about this worksheet, you can call the STAR Hotline at 518-457-2036.

We are gearing up in the office for a new season of exemptions, start gathering your 2023 Income Tax Returns and proof of income.

We will be mailing Exemption renewals in December. 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 October sales. 8 Village and 5 Town sales. There is 1 parcel merge/split request.

The following are the sales/transfers for October

<b>October 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>
64111-10-377566	19	Aldrich	**	0	10/01/2024	190,300
64111-10-479675	328	W Main		167,000	10/02/2024	154,000
64111-16-757425	310	E Foster		162,000	10/02/2024	139,200
64111-11-710623	154	Cuyler		305,000	10/04/2024	170,300
64111-11-704685	202	E Main	**	0	10/08/2024	106,600
64111-16-881413	381	Johnson		142,900	10/22/2024	119,400
64111-12-974609	315	Vienna	**	160,000	10/24/2022	146,300
64111-15-676448	355	Hathaway		221,450	10/25/2024	171,600
65111-00-652650	3857	Route 31	**	8,000	10/01/2024	13,600
64112-19-698036	1787	Division		163,300	10/11/2024	144,300
64113-06-312906	3291	Maple		389,000	10/18/2024	255,900
64113-00-991606	3049	Parker	**	599,900	10/21/2024	386,800
65111-00-576767	3816	N Creek	**	253,800	10/25/2024	273,900
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

None for that evening.

## TOWN AGENDA ITEMS

**1. Approve: All Town Reports for November:** 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 October.

Second: Doug DeRue

Vote: 4 Ayes. Carried

**2. Approve: Agreement with Village, Town, and Community Center for 2025:** Todd Pipitone made the motion to approve the Supervisor to sign the agreement between the Village of Palmyra, Palmyra Community Center, and Town of Palmyra for 2025, with payment to Village for this agreement not to exceed \$52,450.00

Second: Jim Welch

Vote: 4 Ayes. Carried

**3. Approve: Cleaning Contract:** Brad Cook made the motion to approve the cleaning contract with Alliance Cleaning Service beginning January 4<sup>th</sup>, 2024.

Second: Doug DeRue

Vote: 4 Ayes. Carried

**4. Approve: Renewal of Website Manager Contract with William Unterborn for 2025:** Todd Pipitone made the motion to approve the renewal of the Website Manager position for William Unterborn in accordance with specifications on the contract, for services the same as previous years, the sum of \$575.00 per 3-month quarter, commencing January 1<sup>st</sup>, 2025, and ending December 31<sup>st</sup>, 2025.

Second: Doug DeRue

Vote: 4 Ayes. Carried

Mr. Pipitone commented that the webmaster does a very good job for the town!

**5. Approve: Letter of Resignation from Deputy Town Clerk:** Brad Cook made the motion to approve the resignation of Deputy Town Clerk, Kristi Dubach, effective 5 PM on Wednesday November 27<sup>th</sup>, 2024.

Second: Todd Pipitone

Vote: 4 Ayes. Carried

**6. Approve: Getting Truck Purchase on Agenda:** Jim Welch made the motion to get the MACK truck purchase on the agenda.

Second: Todd Pipitone

Vote: 4 Ayes. Carried

**7. Approve: Mac Truck Purchase:** Jim Welch made the motion to approve the MACK truck purchase to replace

Second: Todd Pipitone

Vote: 4 Ayes. Carried

**MOTION TO APPROVE CLAIMS AND EXPENDITURES**

Todd Pipitone made the motion to approve the November 2024 Vouchers #2024- 1082 through #2024-1196, totaling \$217,458.56, as noted below:

Second: Jim Welch      Vote: 4 Ayes. Carried

<b><u>Abstract Total of Vouchers Un-Paid:</u></b>		<b><u>Abstract Total of Vouchers Pre-Paid:</u></b>	
GENERAL FUND	\$ 70,065.71	GENERAL FUND	\$ 8,574.77
PART TOWN	\$ 16,802.90	PART TOWN	\$ 787.69
DA HIGHWAY FUND	\$ 53,816.05	DB HIGHWAY	\$ 420.94
DB HIGHWAY FUND	\$ 47,526.71	<b>Total</b>	<b>\$ 9,783.40</b>
NORTH SEWER	\$ 12,065.65		
STAFFORD RD SEWER	\$ 5,592.14		
SOUTHWEST SEWER	\$ 1,806.00		
<b>Total</b>	<b>\$ 207,675.16</b>		

**MOTION TO ENTER INTO EXECUTIVE SESSION**

At 7:30 PM, Brad Cook made a motion to enter into an executive session to discuss a particular person and invited the Town Clerk to join the board.

Second: Todd Pipitone      Vote: 4 Ayes. Carried

**MOTION TO EXIT EXECUTIVE SESSION**

At 7:48 PM, Jim Welch made a motion to exit executive session.

Second: Todd Pipitone      Vote: 4 Ayes. Carried

**MOTION TO ADJOURN**

At 7:49 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:****REGULAR TOWN BOARD MEETING**

**Tuesday, December 30<sup>th</sup>, 2024**

**7:00 PM – Palmyra Town Hall**