

REGULAR MEETING OF THE TOWN BOARD

**PALMYRA TOWN HALL
MARCH 24, 2011**

At 7:04 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, March 24, 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

ROLL CALL

Councilman David M. Nussbaumer was excused.

Also attending the meeting: *Wayne Post* reporter Billie Rae Walker; Paychex Representative Scott VanAlst; and Palmyra Deputy Town Clerk Irene Unterborn.

MEETING ATTENDANCE

Motion was made by Mike Lambrix to approve the minutes of the February 24, 2011 meeting of the Town Board.

MTN: APPROVE MINUTES OF 2/24/2011 TOWN BOARD MEETING

Second: Jim Welch

Vote: 4 Ayes. Carried.

PRESENTATION

Town of Palmyra's payroll and all the associated employee deductions, is handled by Paychex. Paychex representative Scott VanAlst gave a presentation about having the Town select Paychex to be a third-party insurance benefits administrator—to provide complete employee benefits. He passed out several charts of comparisons between various health insurance carriers that Paychex could administer for the Town. Paychex would design a group insurance benefits package that potentially could be "looking at about a \$56,000 annual savings." It would be up to the Town to compare each plan and select a benefits

PAYCHEX PRESENTATION ABOUT SELECTING THEM AS A NEW THIRD-PARTY HEALTH BENEFITS ADMINISTRATOR

**PAYCHEX
PRESENTATION
ABOUT
SELECTING
THEM AS A NEW
THIRD-PARTY
HEALTH
BENEFITS
ADMINISTRATOR**

administrator. In June of last year, the Town informed Wayne County that we might be considering another benefits administrator than their current one, Pomco. We had to give the County a one-year notice to make this change. As it turns out, the County is also planning to change its third-party administrator this year. This would allow the Town to stay with the County and its new selection, if it chooses to do so, as well as to select one on its own. A dental plan would also be offered.

Councilman Todd Pipitone reminded the Board that only full-time employees would be eligible, as part-timers now have no benefits. Ken Miller said the Town still has the option to shop around, even looking at out-of-state administrators. Also, he would like to see a high-deductible/low-premium plan offered as well.

Councilman Jim Welch asked Scott how Paychex is compensated as a broker. Scott answered that a 4% commission is paid to the "agent of record."

Since there were no more questions, at 7:23 p.m., Supervisor Miller thanked Scott for his presentation.

COMMUNICATIONS

**WAYNE COUNTY
SHERIFF'S
REPORT**

1. **Wayne County Sheriff's Office Report:** The March report of the Wayne County Sheriff's office listed "Tickets by Town" for the month of January. No Palmyra breakdown was sent.

**SPRING 2011
REGIONAL
LOCAL
GOVERNMENT
WORKSHOP
INFORMATION**

2. **Spring 2011 Regional Local Government Workshop:** Each year, the Genesee/Finger Lakes Regional Planning Council hosts a Local Government Workshop, co-sponsored by nine area county planning boards. Those who are encouraged to attend are "Municipal Board Members and Elected Officials, Planning Board Members, Zoning Board of Appeals Members, County and Municipal Employees, Enforcement Officers, Planners, Public Works and Highway Departments, Engineers and Architects, Land Use Professionals, Attorneys, Consultants, Municipal Commission and Review Board Members, Municipal Committees and Advisory Board Members and Concerned Citizens. Town Board members received a flyer for them to consider attending the May 13th workshop.

REPORTS OF STANDING COMMITTEES

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

1. **Town Clerk's Office Report for March:** Councilman Todd Pipitone suggested Board members read the report, with topics that include current tax collection, dog licensing update, records management, and the upcoming New York State Town Clerk's Association annual conference in Buffalo.

It was noted that attendance at this conference was included in the Town Clerk's budget request for 2011, but was deleted by the Board. Deputy Town Clerk would be able to attend, if funds were made available by the Board tonight. Many new items of legislation affect towns, and these conferences let the towns know what the State Legislators are requiring us to do. A scholarship is being offered by the Wayne County Town Clerks', Deputies and Tax Collectors Association, and Irene will be applying for the up-to-\$250 being offered in that scholarship. We cannot anticipate receiving the scholarship, however.

After Board discussion, and a review of anticipated expenses with Irene, who was in attendance, Mike Lambrix made the motion for attendance at the Buffalo Town Clerk's Conference, not to exceed \$400.

Second: Todd Pipitone Vote: 4 Ayes. Carried.

Todd Pipitone requested that Irene give a presentation after the conference to the Town Board, about what she learned there.

2. **i360Gov Webinar:** Celeste signed up for a Webinar called "The records management challenge: a strategy for paper records" on the internet. There are various webinars being offered to government agencies on a variety of topics. The webinars are free.

**MARCH TOWN
CLERK'S
REPORT**

**WEBINAR FOR
RECORDS
MANAGEMENT**

Highway Committee – James Welch, Chairman

March Highway Report: Although Highway Superintendent Mike Boesel was not in attendance this evening, he submitted the following report From February 24 to March 24:

Highway Superintendent Report
for Town Board Meeting
03/24/11

Since the 2/24/11 meeting we have completed the following work:

- **Plowing/Sanding** – To date this winter season we have made a total of 122 trips out of the barn. A comparison to this point of the past 3 winter seasons is below:
 - February 2010 - 96 trips.
 - February 2009 - 92 trips.
 - February 2008 - 98 trips.

Other miscellaneous items include:

HIGHWAY DEPARTMENT'S MARCH REPORT

- **Salt Orders** – To date this winter season we have ordered 2622 tons of our 3500 ton allotment, approx. 75%.
- **Brushmowing** – We have continued brushmowing roadsides. We were recently on Floodman Road, Hogback Road and Port Gibson Road.
- **Sweeping & Roadside Cleanup** – We started sweeping roads and performing general roadside cleanup from the 16th thru the 22nd. By the April TB meeting we hope to be done sweeping and cleaning up from winter snowplow damage.
- **Pothole Patching** – We continue to review potholes around the Town on a weekly basis this Spring.
- **Equipment** – We continue to perform routine maintenance on all trucks and equipment in between all these trips out on the roads. We have also been servicing our 'summer' equipment throughout the winter.
- **Advocacy Day** – I attended our annual Advocacy Day on March 9th and 10th in Albany. It appears that we will continue to get our usual amount of CHIPS money. However, this is the second year of the NYS DOT current 2-year transportation program and there is no definitive plan for CHIPS after this year. We have been lobbying for a new 5-year plan, similar to the 5-year plan that preceded the current 2-year plan, plus an increase in CHIPS funding. I will keep you posted regarding the future of CHIPS.

- **Palmyra Municipal Auction** – The date has been set for Saturday May 14, 2011. I will have a surplus list for the April meeting.
- **Town Hall Repairs** – Flooring repairs were completed in the Town Hall bathroom.
- **Lighting Project** – On March 18th, the installation contractor working for Enerpath replaced all the light fixtures identified for replacement here at the Highway Department as part of the Small Business Energy Efficiency Program we took part in. The new fixtures are much brighter and will save us money via decrease in usage.

**HIGHWAY
DEPARTMENT'S
MARCH REPORT**

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

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

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

**NO PLANNING
BOARD
MEETING IN
MARCH**

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

1. **Assessor's March Office Report:** Assessor Elaine Herman reported that the deadline for exemptions has passed. Her field work is done, and she is now preparing the tentative roll that must be filed by May 1.
2. **Code Enforcement/Zoning Office Report:** No report for March was submitted.
3. **Zoning Board Meeting:** On March 10, a public hearing was scheduled for the Palmyra Fire Company. No representative from the fire department attended. The Zoning Board decided to set another date for the meeting with the Palmyra Fire Company.

**ASSESSOR'S
OFFICE REPORT
FOR MARCH**

**NO CODE
ENFORCEMENT
OFFICE REPORT**

**ZONING BOARD
MEETING
MINUTES**

INFORMATIONAL ITEMS**NEW EMPLOYEE
HANDBOOKS
DISTRIBUTED
TODAY**

1. **New Employee Handbooks:** Supervisor Ken Miller noted that employees received the new handbook earlier today, rather than the previously-scheduled date of March 17. Each book is numbered, and each employee is to sign the last page and return it to Bookkeeper Petra Anderson, noting that the employee received his/her handbook. Ken added that employees will be asked to dispose old handbooks properly.

A notice also was sent to all employees asking that if any issues, questions, or corrections to the new handbook need to be addressed, to submit the information in writing to Ken or Petra. In this way, the information can be formally submitted to Paychex.

**RED CROSS
COMMENDATION**

2. **Red Cross Commendation:** Since there had been a Red Cross Blood Drive at the Town Hall during 2010, we qualified for the Silver Level achievement based on community blood donations. A letter from the American Red Cross was passed to Board members.

PUBLIC INPUT

3. **Public Input:** Deputy Town Clerk Irene Unterborn was in attendance this evening concerning Board approval for her to go to Buffalo for the Town Clerks' Annual Convention.

She also wished to ask the Board to consider having a Lions Club Eyeglasses/Hearing Aids Donation Box at the Town Hall—about the size of a shoebox, and able to be placed on a table. One of the special projects of Lions Clubs around the world is the collection of no-longer-used eyeglasses and hearing aids, so those unable to afford new eyeglasses/hearing aids can reuse the donated ones. Lions Club members would be responsible for emptying the box on a regular basis. After a short discussion, Councilman Mike Lambrix made the motion to approve the Palmyra-Macedon Lions Club to place an Eyeglasses/Hearing Aids Donation Box in the Town Hall.

**MTN: APPROVE
EYEGASSES
DONATION BOX
AT TOWN HALL**

Second: Todd Pipitone

Vote: 4 Ayes. Carried.

AGENDA ITEMS

1. **Approve Supervisor to Attend Conference:** Ken Miller received information about a conference entitled "Smart Management for Small Communities: Practical Resources for Governance" on April 27 through 29, that he would like to attend. Although this includes when the regular Town Board meeting is scheduled, Deputy Supervisor Jim Welch agreed to conduct the Board meeting so Ken could attend the conference. The cost for the conference is \$265. Ken said he would see if the Town truck is available for him to drive, so no cost for mileage reimbursement would be necessary. Ken also had the concern that if his health is not up to it, he will cancel or arrange for a substitute Board member to attend. Mike Lambrix made the motion to approve Ken to attend the conference, not to exceed \$265.

MTN: APPROVE SUPERVISOR TO ATTEND "SMART MANAGEMENT FOR SMALL COMMUNITIES" CONFERENCE

Second: Jim Welch

Vote: 4 Ayes. Carried.

2. **Town Audit Scheduled for 2011:** From time to time, auditors are scheduled to go over Town financial records. It is required by the Rural Development Division of the U.S. Department of Agriculture. This is due to the Johnson/Floodman/Parker Water Improvement Districts having expended more than \$500,000 during 2010.

TOWN AUDIT SCHEDULED FOR 2011 REQUIRED BY RURAL DEVELOPMENT

Since no motion was needed at this time, no motion was offered.

3. **Approve: New member of Board of Assessment Review to Replace Cathy Contant:** Since no names were offered at the Board meeting to fill the vacancy on the Board of Assessment Review, Mike Lambrix made the motion to table this item to the next meeting.

MTN: TABLE NAMING NEW BOARD OF ASSESSMENT REVIEW REPLACEMENT

Second: Todd Pipitone

Vote: 4 Ayes. Carried.

4. **Approve Claims & Expenditures on Abstract #212:** Mike Lambrix made the motion to approve the claims and expenditures shown on Abstract #212, that includes Voucher Numbers 12087 through 12161 for \$118,208.71.

MTN: APPROVE ABSTRACT #212

Second: Jim Welch

Vote: 4 Ayes. Carried.

MTN: ADJOURN
MEETING

5. **Motion to Adjourn:** At 7:47 p.m., Mike Lambrix made the motion to adjourn the meeting.

Second: Jim Welch

Vote: 4 Ayes. Carried.

Respectfully submitted,

Lyndall Ann P. Green
Palmyra Town Clerk

NEXT TOWN BOARD MEETING

**THURSDAY, APRIL 28, 2011, 7:00 P.M.
EAST PALMYRA FIRE HALL**