

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
JUNE 22, 2017**

At 7:01 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, June 22, 2017, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

CALL TO ORDER

Supervisor Miller led those present in the Pledge of Allegiance to the Flag.

PLEDGE OF ALLEGIANCE

Upon roll call, the following Board members were present:

ROLL CALL

- Kenneth Miller, Supervisor
- James Welch, Deputy Supervisor
- Michael Lambrix, Councilman
- Todd Pipitone, Councilman

Councilman Bradley Cook was absent.

**MTN:
APPROVE
PREVIOUS
TOWN BOARD
MINUTES**

Motion was made by Mike Lambrix to approve the minutes of the Town Board Meeting which took place on Thursday May 25, 2017.

Second: Jim Welch Vote: 3 Ayes. Carried

ATTENDANCE

Also attending was: EMS Representative Mike Catalano and his wife, Mr. & Mrs. Richard Hagar, Mark Carrier and his son, and Highway Superintendent Mike Boesel.

ATTENDANCE

HEARING

There was no official hearing this evening.

HEARING

COMMUNICATIONS

There were no communications this evening.

**COMMUNICA-
TIONS**

PUBLIC INPUT

There was no public input this evening.

PUBLIC INPUT

At this time, Supervisor Miller asked to move the EMS Advisory report to the beginning of the meeting, before the Reports of Standing Committees.

Mike Catalano- EMS Advisory Report: Mr. Catalano reported that he did finally receive a report from Fingerlakes Ambulance, but he did not feel it was of any use, and was just “smoke and mirrors”. It says that from January – April the average aided calls was 5 calls per month. After the recent change in management, it is now up to and average of 11 aided calls per month. Discussion ensued regarding the various reports that could actually be helpful, what happened to the alerts that Supervisor Miller used to receive from them, possibly revising the contract with Fingerlakes, and finally, asking them to meet with the town board in the near future. Councilman Welch added that the other evening, while listening to his scanner, he heard a call for a 21 day old baby that they said they could not answer, and then a few minutes after that again refused a call for a middle aged man, and again Fingerlakes Ambulance called for aid from another ambulance.

Supervisor Miller, along with Mr. Catalano, will voice the concerns and set up a meeting with the town board.

REPORTS OF STANDING COMMITTEES

Supervision---Animal Control, Historian, Finance: Kenneth Miller, Chairman

1. Wayne County Health Profile: A summary of the FLHSA provided from the county that includes facts about WC residents was shared with the board. The Town Clerk has the entire report if anyone would like to review it. Councilman Pipitone requested a copy be e-mailed, which was sent to him the following day.

2. Historian Report: The Town Historian Beth Hoad provided the following report with the board:

Town Historian Report May 30, 2017

To date files are still being sorted and reorganized.

Received and answered only 6 email requests for information since April 1.

I made arrangements with Palmyra Community Library to co-host the last Wayne Historians Organization meeting held on April 13, 2017. Our Wayne County Historian and seventeen (17) area town historians and historical society members attended.

SUPERVISOR REPORTS

I continue to write a weekly history column for the Times of Wayne County.

Presently, I am working on a book featuring the memoirs of Frank S. Peer, who lived in East Palmyra as a youngster and then returned there to run a farm when his grandparents passed away. He later moved to Mt. Morris, NY and finally on to Ithaca, NY.

May 8, 2017 I submitted a request for repairs and painting to be done in the Historian's Office. Most recently I took "tons" of pictures of the barges hauling stainless steel tanks bound for the Genesee Brewery in Rochester via the Erie Canal. (May 29, 2017) I believe was a once-in-a-lifetime event and will archive my photos in this office.

3. List of Surplus Items to be disposed of: The following items were cleaned out of the shed behind the town hall to make room for the new kennel. These items were moved to the highway facility temporarily and their fate will be voted on later this evening.

Surplus Items from Town Shed 6/20/2017

Broken Items

<u>Quantity</u>	<u>Item</u>
1	Empty Computer
3	Smashed Hard Drives
3	Broken Shovels
2	Broken window frames
Many	Broken fluorescent light fixtures
1	Wood railing
1	Church pew (Broken)
3	Sections wood "picket fencing"
2	Broken Desk chairs
2	Broken window screens

Salvageable but Questionable Items

(Have not been used in many many years!)

2	Computer Desks
1	Desk
1	New Metal railing
2	Large plastic, square garbage cans
1	Snow blower
7	Plastic children's chairs
1	Plastic adult chair
1	Box of fluorescent bulbs
1	Massive tourist information sign (Does mike want to turn it into "Road Closed" sign?)

**Human Services: Town Clerk, Archives, and Town Hall Facility -
Councilman Bradley Cook – ABSENT**

In Councilman Cook's absence, Supervisor Miller reported the following, and asked the Town Clerk for any updates, though much was already included in the following report.

1. Town Clerk Report including both May and June:

**TOWN CLERK OFFICE REPORT TO THE BOARD
May and June 2017**

This part of the year is a fantastic time for catching up on tasks that had been set aside. We have also seen an upswing in the number of marriage licenses being issued, tourists stopping by for information, and water payments being collected now that we are one of the last three clerk's offices collecting for WC Water and Sewer Authority.

I would like to thank Heidi, Julie, and Joan for covering the office while I was away for my son's graduation the 2nd last week of May.

Most of the internal wall signs have been installed, and the accessible glass doors should be installed soon (perhaps the first week of July). The railing has not yet been installed in the front of the building where the new cement steps were added, but is expected in the next few days.

Documents were mailed, and received by the state with regards to the proposed airstrip on Leroy Rd. Mr. Beckenbach was notified about the progress. As directed, ads were placed for the Assessor's position in the newspaper and on-line. Per the Supervisor, because the Assessor Association only began listing the assessor position on June 21, applications will be accepted thru June 30, 2017.

Through dog licensing in April, we sold 63 licenses totaling \$548.00, misc sales, EZ Passes, (which are still selling well!), marriage licenses, hunting/fishing, vital record requests, code, etc- added an additional \$6,738.90. Total check disbursements for the month of May were \$7,286.90. In May, we sold 100 dog licenses totaling \$828.00, with check disbursements totaled \$6,795.61.

Lastly, Friday June 23rd there will be a free Public Document Shred! All are invited to bring stacks or boxes of no longer needed paper documents to the Palmyra Town Hall, 3-6PM, to be shredded compliments of **Lyons National Bank**. They can just pull their car up to the shred truck in the front parking lot...no metal, but standard paperclips and staples are allowed. Free hot dogs will also be provided. The town will be able to shred (and have signed off) many of the documents that are no longer wanted and do not need to be kept according to the MU-1 retention schedule.

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

1. **Highway Department report for June:** Highway Superintendent Mike Boesel submitted the following report that covers May 25th through June 22nd, 2017:

**Highway Superintendent Report
For Town Board Meeting
6/22/17**

Since the 05/2517 meeting we have completed the following work:

Ditching/Drainage work – Palmer, South Creek, Garnsey, Harris, Dey Roads

- Brushmowing/Treework – Trolley, Cornwall, South Creek Roads

Other miscellaneous items include:

- **Training** – From 6/12/17 – 6/14/17, I attended our 72nd Annual Highway School in Ithaca, NY with 738 other highway officials from around NYS. I have been on the Highway School Planning Committee for the past several years. Some of the sessions I attended were as follows: Improving Safety in your Community, Patching & Crack Repairs, Keep your Guard Up, Culverts/Erosion/Ditches, Using GIS to Manage your Highways, Basics of a Highway Department Budget, Staying Safe by Staying on the Road, Legal/Regulatory Panel, Work Zones, Bulk Storage, Gravel material analysis.
- **Summer Road Work** - We have been busy prepping several roads around the Town for service treating and overlays. Coming up in July we will continue with work on the following roadways: Walker, Schilling, Dey, Port Gibson, Harris, S.Creek, Fagner, Jagger, Garnsey, Quaker, Daansen.
- **Town Hall Front Entrance Project** - The front entrance project is nearing completion. The railing should be installed any day. A new front door will complete the project for ADA compliance. As soon as the new front door is installed we will mark the parking stalls at the front entrance for HC Parking with pavement markings and signage.
- **Dog Kennel Project** - This week we started emptying the shed at Town Hall to start conversion to our new dog kennel. We have met with Gary Rose twice this week to review the interior design. As time permits over the next month we hope to continue transforming this space into our new kennel.
- **Highway Facility Issues/Update** - Last year at this time, Labella Associates was working on a Building Conditions Survey for our entire highway compound. Tonight we are taking some steps to address some of their recommendations, particularly our main shop roof that has been leaking. I am also working on some additional quotes for the shop ventilation and air exchange system for a future meeting. We also have some newly revised figures from Bluescope for our Truck Barn project for which we will need to come up with a new project schedule.

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

2. Truck Barn Update: Mr. Boesel reported that the comptroller asked for “turn-Key” figures be used for budgeting the purposes (no in kind services), and with that, the figure still looks like \$647,000.00 total including heat, electrical, and a sleeve in floor for future plumbing. Mr. Lambrix asked that a meeting be scheduled with legal counsel and task force as the goal is to have this project on the ballot in November of 2017, and stated that he would also like to see the plumbing in the building be added at this time.

3. Highway Building Roof Replacement: There were four quotes requested for the roofing project on the highway building, and one will be asked to be approved later in the evening. They included: 1) Upstate Roofing that was too busy to even consider a quote, 2) Jack Close who had the least expensive quote but never “got on roof” and could not pay prevailing wage, 3) Kevin Lopez Construction that proposed \$16,000.00 initially but did not finish the quote, and finally 4) Elmer Davis Roofing that quoted \$29,315.00 and included a 20 year warranty which made this option the best-value. Next month a resolution to move money from the Common Highway Fund to General Fund to be used for this project is

anticipated. The next step will also be a ventilation system for the shop roof.

4. Fall Highway Conference: Highway Superintendent Boesel informed the board that his annual state highway conference in the fall will be paid for by the state this year.

Town Development: IT & Phones, Fire Protection Contracts, and Strategic Plans - Councilman Todd Pipitone

1. Telephones- Reimbursement Update: Councilman Pipitone reported that though he has sent correspondence to Mr. Cashman from ASTRA telephones, he has not hear back from him. Councilman Lambrix suggested sending a certified letter from the town or our attorney to be sure it is received. Supervisor Miller was scheduling a meeting with Integrated Systems later in July to discuss their phone systems.

2. Spectrum Contract Update: Currently no update.

Government Operations: Assessor, Youth & Aging, Code enforcement /Planning Board, and Justices - Councilman Michael Lambrix

1. Assessor's Office Report for June:

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR'S OFFICE
JUNE 19, 2017**

Grievance Day is over. We only had four (4) meetings for the day. There were seven (7) stipulations for four (4) property owners and the two (2) for our Article 7's. The board changed two of the four and I agreed with a change for the third one. The minutes have been transcribed and all the change/no change notices have been mailed to the attendees. The backup for the final roll has been submitted to the County for printing.

Joan attended classes in Batavia on the 15th and 16th of this month as approved by the board earlier this year. The cost was less than budgeted for by over \$114 as she rode with another assessor, so the Town does not have to pay mileage and tolls.

We are finishing up the roll for 2017 and will soon be starting to prepare the 2018 assessment roll.

As always, if you have any questions or concerns, I can be contacted in my office most days.

2. Code Enforcement/Zoning Office Report- June: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members including a list of building permits and certificates of compliance for May 22, 2017 through June 20, 2017. Councilman Lambrix invited all to read it at their leisure.

Mr. Sheridan also provided a bid received from Frederick's lawn care for properties in violation of code chapter 605, and will ask for approval to use this service later this evening.

Councilman Lambrix noted that the permit for fireworks is only \$50.00 and will ask Code Enforcement why it is so little.

3. Minutes from Zoning Board Meeting: None provided at this time.

4. Minutes from Planning Board Meeting on June 12, 2017: Minutes from Planning Board Meeting on June 12, 2017 were included in the board packets.

Information

1. Mike Catalano- EMS Advisory Report: Mr. Catalano gave his report earlier in the meeting.

2. 2017 Planning and Zoning Schools: The latest schedule of classes offered was included in the board packets.

3. Town Republican Caucus Notice: June 27th, 7:00 PM (Village caucus 7:30PM) at the Palmyra Fire Department 615 E. Main Street, Palmyra NY 14522

4. NYMIR Recommendations for Town Hall Building: A letter was received from Tim Randall, Senior Risk Control Manager, after walking thru the building with the town clerk. The internal safety projects that are underway were explained, and he was very pleased with the completed security glass project in the town clerk's office. The letter states that at this time there are no further recommendations.

Agenda Items

1. Approve: Bid from Fredericks Lawn & Landscape: Mike Lambrix made the motion to approve the bid from Frederick's Lawn & Landscape to cut lawns that are up to 12" tall for \$75.00, and lawns that are over 12" tall for \$125.00, as he is called upon to provide service for yards in violation of Chapter 605, for calendar year 2017.

Second: Jim Welch Vote: 3 Ayes. Carried

2. Approve: Roof Quote from Elmer W. Davis Roofing for Roof Replacement on Highway Garage: Jim Welch made the motion to approve proposal to replace roof at the Highway Garage EPDM section (approximately 2,600 square feet) received by Elmer W. Davis Roofing, as described, not to exceed \$29,315.00, and to allow the Highway Superintendent to sign said agreement.

Second: Mike Lambrix Vote: 3 Ayes. Carried

3. Approve: Surplus items to be Disposed of: Todd Pipitone made the motion to approve the list of surplus items that were stored in the Town Shed and moved to highway barn, to be disposed of as appropriate, and as deemed necessary by the Highway Superintendent.

Second: Mike Lambrix Vote: 3 Ayes. Carried

Motion to approve claims and expenditures: Mike Lambrix made the motion to approve the claims and expenditures for June 2017, including voucher #6882 thru #6972 totaling \$68,439.32.

Second: Todd Pipitone Vote: 3 Ayes. Carried

Enter Executive Session: At 7:51 PM, Councilman Lambrix made the motion to enter executive session to discuss a particular personnel matter.

Second: Todd Pipitone Vote: 3 Ayes. Carried

Exit Executive Session: At 8:24 PM, Councilman Lambrix made the motion to exit executive session.

Second: Jim Welch Vote: 3 Ayes. Carried

Motion to Adjourn Meeting: At 8:25 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Jim Welch Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

Regular Town Board Meeting
Thursday July 27, 2017 7:00 PM – PALMYRA TOWN HALL