

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
June 25, 2020**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, June 25, 2020, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

The Town Board meeting was open to public and held in accordance to the rules for small meetings, with proper social distancing and masks were worn by all in attendance.

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

Upon roll call, the following Board members were present:

Kenneth Miller, Supervisor
James Welch, Deputy Supervisor
Brad Cook, Councilman
Todd Pipitone, Councilman

Councilman Michael Lambrix was absent.

Motion was made by Todd Pipitone to approve the minutes of the regular Town Board meeting which took place on May 28, 2020.

Second: Jim Welch

Vote: 3 Ayes. Carried

ATTENDANCE

Also attending was: EMS Representative Mike Catalano, CEO Pat Sheridan, Highway Superintendent Mike Boesel, Casey Carpenter, and Marc Carrier.

GUEST SPEAKER

Mike Catalano, from the EMS Advisory Board, reported that the situation has been straightened out since last month when the Supervisor noticed that there was no ambulance coverage in Palmyra. It turns out that the status board had just not been updated. Next month the new director will

be invited back to discuss how things are progressing at Finger Lakes Ambulance, and at that time we can discuss any concerns. Supervisor Miller and Mr. Catalano would also like to meet with the fire chief about getting members of our fire departments to also act as first responders.

HEARING

There was no official hearing this evening.

COMMUNICATIONS

There were no communications received for this evening.

PUBLIC INPUT

****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.***

There was no public input for the meeting.

REPORTS OF STANDING COMMITTEES

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

1. Latest report from WC DOH regarding COVID-19: As of tomorrow when we enter Phase 4 of reopening NYS, the governor has bumped the number of people allowed to gather to 50 people. People are asked to continue wearing masks in public, and to stay at least 6 feet apart. There are some concerns with the governors' latest order to quarantine people for 14 days that are traveling in from Texas, Florida, and Arizona where the virus is newly spiking. This is not posing a problem with our town employees, but it is effecting employees at the county level that were hoping to either go on, or return from, vacations in those states. Currently, citizens from the US are not allowed to travel to any other countries as they are concerned with the recent spikes of Covid-19 here in the states.

2. Old Palmyra Landfill Update: The new fact sheet regarding the Old Palmyra Landfill Site Characterization Plan and the State Superfund Citizen Participation Plan are available at the local information depositories (the Palmyra Town Clerk Office and the Palmyra Community Library). If hard copies are not necessary, they can be emailed to the public. A copy of the Fact Sheet was mailed to all the residents of Garnsey Rd. Monday June 29th, 2020, the state will be putting in three additional test wells.

3. Town Justice Vacancies: The board was given a letter from Paul Rubery (our town lawyer) regarding the Town Justice vacancy left because of the untimely death of William Abbott. Supervisor Miller stated that we do have the opportunity to appoint someone to the position, but that we should be cautious with this very important decision. If it is decided that we should go from two judges in Palmyra to one judge for both Village & Town, it will need to be done thru public referendum.

4. NYS Canal Corporation – Earthen Embankment Integrity Program: The NYSCC, as lead agency, completed the draft and is asking for written comments (if any) regarding the NYS Canal Corporation – Earthen Embankment Integrity Program. This draft is available at the Town Clerks Office or at http://www.canals.ny.gov/Earthen_Embankment .

5. Opening of Town Hall Building for after Hours Use: The town clerk has received many calls from outside groups that normally use our building such as the Boy Scouts, Zumba, Impact Theatre, etc., wondering when they can return for after hours use. The Supervisor stated that he feels that we should allow after hours use of the building as long as they are willing to sanitize their way in and out of the building. The town clerk will come up with a plan and discuss it with the town supervisor. Councilman Cook suggested a sign in sheet for virus tracking purposes, and Councilman Welch offered to send a health questionnaire like what is used for the bank visitors.

6. Historians Report for January thru June 2020:

COVID-19

Due to Covid-19, all physical sources for research were closed, i.e., Town Historian's Office, Palmyra Community Library's Local History Room and Historic Palmyra, Inc. Only this last week has the Historian's Office and the Local History Room been available for research and the Local History Room is only available when there is no staff in the building.

Also due to Covid-19, I spent the better part of March and April and sporadically in May and June, making cloth masks for those in need, distributing scarce donated elastic for any mask makers and coordinating distribution of all of the masks and elastic. I also forwarded any monetary donations to the Palmyra-Macedon Food Pantry. For that reason, very little historian work was completed during March and April.

New York State and Wayne County have asked that Historians keep a journal of Covid-19: observations, etc. I have done that and will occasionally add to it. New York State will combine them all the journals together as a historical record.

FACEBOOK

In January, 2020 the Palmyra, NY Historian's Facebook page was created. The page currently has 304 followers with more being added regularly. It is a community resource that builds our history both ways. Those that follow learn and contribute which serves to enhance the historian and community's knowledge of their town. I am also able to easily share photographs that spark conversation. Please see some separate statistics regarding Facebook below.

Facebook Posts

The most popular Facebook post was a picture of the Easter Bunny waving from a Main St. storefront. It had a reach of 1.8K. The second most popular Facebook post was a picture of Main Street in a March 1900 blizzard. That had a reach of 1.2K.

TOTALS Posts	Reach	Insights: Post Clicks	Insights: Reactions, Comments, Shares
30	4323	1879	666
30 POSTS	Average of 144 people reached per post.	Average of 63 clicks per post.	Average of 22 reactions per post.

Articles published in *The Times of Wayne County* include:

In the Beginning—Early Palmyra

Animal Control in Early Palmyra

Palmyra and the Flu Epidemic of 1918 (Little did I know the foreshadowing this article would have.)

Based on this article I was asked to speak to a senior citizen's group in Marion but the talk was canceled because of Covid-19.

Another article: **The Strand Theater** will be published soon.

Research is in process for several articles. This takes time.

MISCELLANEOUS REQUESTS

I have answered some email that have been sent to the historian's email account but as I cannot access that account from home, any of those email that came in over the last few months were not responded to until a week ago. I continue to research other requests as time permits.

EAST PALMYRA HISTORICAL ITEM

This past weekend I received a call from Todd Rider, a resident of East Palmyra. He wondered if I might be bidding on an item in an online auction being held by the Hessnney Auction Company of Geneva. I had seen the item come up for bid. The item was two volumes of, I believe, the 1850s-1860s, Mill Log Books for East Palmyra. From the pictures I saw, the books were full of the accounts of customers who used the mills in East Palmyra during that time. I did consider bidding on them but after speaking to Todd, he was going to be bidding for them on behalf of former historian, Beth Hoad. Beth apparently gave him a blank check to obtain them. Todd told me that Beth's wishes were that when she passed away the books would be donated to the town. I realize there is a possibility that may never happen but it does raise the question, what do we do if a historically interesting Palmyra artifact comes up for auction? Would the board be open to considering bidding for a historic Palmyra item? I am quite familiar with the auction bidding process and would be comfortable in that capacity. Perhaps we could discuss a procedure/process in the event an opportunity presents itself in the future. I believe the bid for the log books was won by Todd Rider at a cost of \$125.

WHO (WAYNE HISTORIAN'S ORGANIZATION)

I joined WHO. I have found that it is quite demanding and time consuming. Since joining I have participated two Zoom meetings, approximately two hours in length each. Additionally, I have received 46 in-depth emails from the organization or a representative of the organization. Most are looking for some type of action on my part. I am unable to always accommodate due to time constraints and other duties. The big push right now is for the 2023 Wayne County Bicentennial Celebration. I have included a letter and list that was sent to the Town Supervisors about this endeavor in the hope that a committee would be established in each town to work on that. The most recently added bicentennial project (not included on the list) is to have a float to travel in any parades from now through 2023.

Thank you for your support of the Historian's position. If you have any questions regarding the items in this report, please contact me.

The Town Clerk and her staff have been very helpful with all questions I have had regarding Palmyra's history, as has the Assessor, Joan Gates, especially with regards to properties in the town.

Respectfully submitted,
Betsy Lewis, Historian

**Human Services: Town Clerk, Archives, and Town Hall Facility -
Councilman Bradley Cook****1. Town Clerk Report for June:****TOWN CLERK OFFICE
REPORT TO THE BOARD
JUNE 2020**

With Phase III (soon to be Phase IV) of NYS reopening, and even with what are still COVID-19 restrictions, we are still seeing a number of marriages, fishing licenses, notary tasks, licensing, accepting paperwork for our other town offices that we are able to continue doing because of the temporary "drive thru" window I am lucky enough to have next to my office! To keep us as well as our public safe, we do require a mask when we deal with the public thru the window, and came up with a form they could fill out with most information needed to limit speaking "exposure" time.

The drop box has also been an asset. There is a lot that we are able to do via mail, drop box etc., but please keep in mind though that because we are unable to just hand people what they need, we are going to spend a lot more on postage mailing the necessary receipts, licenses, etc. back to the public. Tax time will mean a lot of extra postage as well at .50 cents per receipt. I do have a plan that when I mail out the bills, to include a note to the tax payers with some simple requests as well as a plan to eventually revisit our office, to hopefully keep all of us safe during this time. I will have to clear that note with the Pal-Mac CSD once it is complete....and once we have our Town Hall rules for reopening. Unfortunately, any proposed credit card payments (I have information about that as well) would not preclude me entering the information once payments clear the bank a few days later and sending paid receipts and signed licenses etc.

Through dog licensing in May, we sold 55 licenses totaling \$439.00, misc sales, EZ Passes, marriage licenses, hunting/fishing, vital record requests, code, etc., added an additional \$2,506.40. Total check disbursements for the month of May were \$2,945.40. There are many dog owners that are a little late with relicensing because they were unable to visit the vet for rabies vaccines!!

2. Building Update: Councilman Cook received an updated renewal contract from Marathon Energy, however, he also received a proposal from NOCO Energy that had better rates. We are looking at a more permanent drop box for the front of the building; the doors have been replaced to the center hall that walks thru to the east side of the building. Social distancing lines will also be necessary when eventually opening to the public. We ordered dehumidifiers to replace the ones in archive rooms.

3. NYS DEC: As I mentioned last month, the DEC will be changing and replacing the way hunting/fishing licensing is done beginning June 29, 2020. We did receive the new printer, and we have received some direction. I am waiting for Integrated Systems to return my call so that we can load drivers and programs to our server.

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

1. Highway Department report for June:

**HIGHWAY SUPERINTENDENT REPORT
FOR TOWN BOARD MEETING**

Since the 5/28/20 Town Board meeting we have completed the following work:

- Hauling Stone for chipsealing roads, spoil dirt from shop and crushed gravel back to shop
- Cut Shoulders –Desmith & Parker Roads
- Ditching/Gutter Work – Parker Rd and S.Townline Road
- Wedging – Faas, S.Townline, Cornwall, Trolley and Parker Roads
- Inter-municipal Assistance
 - 6/16/20 1 Marion/1 Arcadia truck to assist Pal Hwy with cutting shoulders
 - 6/19/20 2 Palmyra trucks to assist Williamson Hwy with surface treating
 - 6/19/20 3 Williamson trucks to assist Pal Hwy with hauling spoil/gravel
- **Training** – Our 75th Annual Highway School in Ithaca, NY is normally held the first week of June. However, it was cancelled this year due to Covid-19. Similarly, just this week our NYSAOTSOH cancelled our Fall Highway Conference in September in Lake Placid. 2020 training opportunities are going to be scarce.
- **CHIPs Monies/Summer Road Work** – On 6/9/20, the Governor and NYS DOT finally released our CHIPs/PaveNY/EWR monies to the municipalities across NYS with a caveat that they could cut back these amounts by as much as 20% upon further quarterly reviews of the NYS Budget. In the meantime, we have been

busy prepping several roads around the Town for service treating next month. These include Parker, Cornwall, Faas, S.Townline, Trolley, Vienna St., Desmith, Hanley, and Galloway Roads

- **Johnson Road Detour** – WC Highway will be starting two culvert replacement projects on the south side of Town on Johnson Road in the coming weeks. A detour route is being planned out. I will have more info.
- **Vienna Road Projects** – NYSEG and DDS Contractors have been busy installing 12" gas main on Vienna Road. I understand they expected it to take 1-month to install up to the Manchester TL, but overall a 6-month project to get to the south side of Arcadia. They are performing restoration work as they go. Later this summer the WC Hwy Department still intends to complete a road re-paving project on Vienna Road, from NY Rt.31 to the Manchester TL. I will have more info soon.

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

2. Kubota Purchase: Mr. Boesel received three quotes for a zero turn lawn mower ranging in price from \$6,598.60 to \$9,108.33. He explained that these were all contract pricing and that Blazey's and Landpro offered the best pricing of the three. Supervisor Miller would like Mr. Boesel to further pursue this and will vote later to make purchase.

3. Stafford Road Drainage Issue: Mr. Boesel explained that the WC Water and Sewer Authority approached him with a drainage problem located in front of one of Mrs. Morrisey's properties on Stafford Rd. It appears that the meter that originally ran from the village to Temple Rd has been changed, and it is now back fed from Manchester. Because it now flows the other way, water needs to be blown off daily and is draining into Morrisey Farms. Mrs. Morrisey asked that the ditch be cleaned out, and Mr. Boesel agrees that it is a town task to do so since it is the town's infrastructure. He will prepare a memorandum of understanding to be signed by both parties.

Town Development: IT & Phones, Fire Protection Contracts, and Strategic Plans
- Councilman Mike Lambrix

Councilman Lambrix was absent, and there was also nothing to report at this time.

Government Operations: Assessor, Youth & Aging, Code Enforcement/Planning Board, and Justices

- Councilman Todd Pipitone

1. Assessor's Office Report for June:

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR'S OFFICE
JUNE 18, 2020**

Grievance Day is over. We had ten (10) grievances for this year. There were four (4) stipulations and then seven (7) filed to continue with the article 7. There were no corrections. The board did make four (4) Changes. The minutes have been transcribed and all the determination notices have been mailed to the complainants. The backup for the final roll has been submitted to the County for printing.

The State has determined out final equalization rate for 2020 to be 93% (see below).

Once the Final Roll is printed at the county we will file it with the Town Clerk's office. The Roll will be filed on or before July 1st.

I will be attending a NYSAA Webinar on "Appraising in a Difficult Market" on July 16 & 17, 2020, which is necessary towards completing my mandatory 12 credits. The cost is \$110.00 and is a budgeted item.

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

West County of Wayne		New York State Department of Taxation and Finance Office of Real Property Tax Services WA Harriman State Campus Albany, New York 12227 2020 Equalization Rate Status			Page: 1 of 1 Date: May 21, 2020 Time: 5:54 PM
Municipal Code	Municipal Name	(A) 2019 State Equalization Rate	(B) 2020 State Equalization Rate and Status	(C) Percentage Change in Estimate of Full Value	
542000	Town of Arcadia	87.82	83.00 Final	5.81%	
542200	Town of Butler	100.00	100.00 Final	0.00%	
542400	Town of Galen	78.00	No Rate Yet		
542600	Town of Huron	100.00	100.00 Final	0.00%	
542800	Town of Lyons	100.00	92.00 Final	8.70%	
543000	Town of Macedon	96.00	88.00 Final	9.09%	
543200	Town of Marion	96.00	90.00 Final	6.67%	
543400	Town of Ontario	94.00	No Rate Yet		
543600	Town of Palmyra	100.00	93.00 Final	7.53%	
543800	Town of Rose	93.00	No Rate Yet		
544000	Town of Savannah	98.00	No Rate Yet		
544200	Town of Sodus	98.00	96.00 Final	2.08%	
544400	Town of Walworth	92.00	86.00 Final	6.98%	
544600	Town of Williamson	98.00	92.00 Final	6.52%	
544800	Town of Wolcott	100.00	99.00 Final	1.01%	

Column C is the percentage change in the estimate of full value between the 2019 State equalization rate and the 2020 State equalization rate due to the change in full value standard.

This percentage change is important because county and school taxes are apportioned according to a municipality's share of the full value of the county or the school. A municipality will be apportioned a larger share of the tax levy if its full value increases by a larger percentage than others, or if its full value decreases less than the decrease for other municipalities in the county or school.

The information shown in columns B and C is subject to change as other rates are established in the county. You will be sent a complete report when we have established 2020 State equalization rates for all municipalities in your county.

2. Code Enforcement/Zoning Office Report for June: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that included a list of building permits and certificates of compliance for May 26, 2020 thru June 23, 2020. Councilman Pipitone invited all to read it at their leisure.

Mr. Sheridan stated that a first draft of the local law "Establishing Zoning Requirements for Solar Energy Systems" was ready to be discussed with the board members.

MOTION TO ENTER INTO EXECUTIVE SESSION

At 7:36 PM a motion was made by Jim Welch to enter into executive session to discuss a possible litigation, and invited Mr. Sheridan to join them.

Second: Todd Pipitone

Vote: 3 Ayes. Carried

MOTION TO EXIT EXECUTIVE SESSION

At 7:55 PM, Jim Welch made a motion to exit executive session.

Second: Todd Pipitone

Vote: 3 Ayes. Carried

3. Notice of Violation Issued to Dave Morrison, below:

Town of Palmyra
Office of Code Enforcement
Building - Planning - Zoning

6/24/2020

RE: Notice of Violation Issued to Dave Morrison

To: Town Supervisor Ken Miller / Town Board

Dave Morrison 2351 Lyon Rd. was issued a Notice of Violation today with 30 days to remedy all violations listed below.

1. Town Code Section 605 Property Maintenance/ Storage of inoperable motor vehicles and truck trailers.
2. Town Code Section 605 Property Maintenance/ Accumulation of rubbish.
3. Town Code Section 605 Property Maintenance/ Noxious weeds in excess of 10"
4. Town Code Section 628 Storage of road machinery/ Accumulation of road machinery.
5. Town Code Section 640 Non -Conforming Uses, Lots and Structure/ Operating a business without Zoning approval.

Respectfully,

P. Sheridan
Pat Sheridan Palmyra Code Officer

1180 Canandaigua Road • Palmyra, New York 14522
OFFICE 315-597-4999 • FAX 315-597-5550 • TDD 1-800-662-1220

This is an equal opportunity program • Discrimination prohibited by Federal Law • Complaints of discrimination may be filed with the secretary of agriculture, USDA, Washington, DC 20250-0780

4. Minutes from Zoning Board Meeting from June 11th, 2020: Minutes from the June 11th, 2020 Zoning Board meeting were shared with the board.

5. Minutes from Planning Board Meeting from June 8th, 2020: Minutes from the June 8th, 2020 Planning Board meeting were shared with the board.

INFORMATIONAL ITEMS

There were no additional informational items shared at the meeting.

AGENDA ITEMS

1. Approve: RESOLUTION #7-2020 HEALTH INSURANCE BENEFITS
RESOLUTION: Brad Cook made the motion to approve Resolution #7-2020 Health Insurance Benefits Resolution, as written below:

Second: Jim Welch

Vote: 3 Ayes. Carried

RESOLUTION #7-2020 HEALTH INSURANCE BENEFITS RESOLUTION

Effective July 1, 2020, the Town of Palmyra will make available to its full-time salaried employees, full-time hourly employees, and full-time elected officials the following health insurance benefits.

- a) The Town will furnish health insurance at no cost to the employee for a single participant in the "*SimplyBlue Plus-Platinum 3 Plan*" and/or for a single participant in the "*Dental Blue Options Plan*".

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- b) The Town will pay a sum equal to seventy percent (70%) of the cost of the "*SimplyBlue Plus-Platinum 3 Plans*" or the "*SimplyBlue Plus-Gold 5 Plans*" and the "*Dental Blue Options Plan*". The employee will pay the balance of thirty percent (30%) through payroll deductions. The deductions will start when the insurance is effective.

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- c) For those eligible employees who elect not to participate in either of the above plans, and elect not to participate in any of the

Town of Palmyra's health insurance plans during the calendar year, the Town will give the employee a credit of One Thousand Dollars (\$1,000.00) per calendar year for any employee that has been employed the entire calendar year. The sum credited will be paid to the eligible employee with the last payroll of the calendar year.

The Town of Palmyra will make available to part-time elected officials, hired before January 1, 2008, the following health insurance benefits.

- a) The Town of Palmyra will pay Three Hundred Sixty Dollars (\$360.00) per month of any health insurance plan available through the Town for each full month the employee works. Any amounts due over and above the Three hundred Sixty (\$360.00) will be taken through a payroll deduction. The deductions will start when the insurance is effective.

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- b) For those eligible employees who elect not to participate in the above health insurance plan; the Town will give the employee a credit of One Thousand Dollars (\$1,000.00) per calendar year for any employee that has been employed the entire calendar year. The sum credited will be paid to the eligible employee with the last payroll of the calendar year.

Health Insurance Benefits for part-time employees hired after January 1, 2008:

After January 1, 2008, all new part-time employees: salary, hourly and elected will not be eligible to receive health insurance benefits from the Town of Palmyra. These employees will not be allowed to participate in the Town's health insurance program.

Health Insurance Benefits for employees who retire:

Employees hired after January 1, 1987, who retire with 15 years of service and attain the age of 55 will be entitled to participate in the medical and/or dental plan as a single member subject to the cap imposed by the Town at the time of retirement. The current cap is Two Hundred Fifty Five Dollars (\$255.00) per month. The retiree's spouse is entitled to participate in the Town medical and/or dental plan by paying the full cost of coverage.

The Town will permit retired employees who chose not to continue to participate in the Town's health insurance plan to receive contributions from the Town toward their health insurance. The Town upon proof of payment of the coverage will reimburse the retiree for the cost of coverage up to the reimbursement cap, which the Town had adopted at the time of their retirement.

2. Approve Purchase of Kubota: Jim Welch made the motion to approve the purchase of a Kubota zero turn lawn mower (Blazey, Inc. quote #1676102) and weed whacker, not to exceed \$7,000.00. This purchase is to be made pending discussion with book keeper to see if funds are available.

Second: Jim Welch

Vote: 3 Ayes. Carried

MOTION TO APPROVE CLAIMS AND EXPENDITURES

Todd Pipitone made the motion to approve claims and expenditures for the month of June 2020, Vouchers #514 thru #603, totaling \$109,707.35.

Second: Jim Welch

Vote: 3 Ayes. Carried

MOTION TO ENTER INTO EXECUTIVE SESSION

At 7:58 PM a motion was made by Todd Pipitone to enter into executive session to discuss particular personnel.

Second: Todd Pipitone

Vote: 3 Ayes. Carried

MOTION TO EXIT EXECUTIVE SESSION

At 8:20 PM, Jim Welch made a motion to exit executive session.

Second: Todd Pipitone

Vote: 3 Ayes. Carried

ADJOURN MEETING

At 8:21 PM, Jim Welch made the motion to adjourn the meeting.

Second: Todd Pipitone

Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

Regular Town Board Meeting Thursday July 23, 2020
7:00 PM – Palmyra Town Hall