

**REGULAR MEETING OF THE TOWN BOARD
JULY 26, 2007**

At 7:30 p.m., Supervisor Lyon called to order the regular town board meeting, scheduled for Thursday, July 26, 2007, to be held at the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Upon roll call, the following board members were present:

- David C. Lyon, Supervisor
- James Welch, Councilman
- David Nussbaumer, Councilman
- Michael Lambrix, Councilman
- Kenneth Miller, Councilman

ROLL CALL

Also attending the meeting:

- | | | |
|----------------|---------------|---------------|
| Michael Boesel | Roy Wilck | Rick Walton |
| Bob Grier | Charles Wirth | Todd Pipitone |

MEETING ATTENDANCE

Motion was made by Dave Nussbaumer to approve the minutes of the June 21, 2007 meeting of the Town Board.

**MTN: APPRV
6/21/2007 TOWN
BOARD MTG
MINUTES**

Second: Mike Lambrix

Vote: 4 ayes. Carried.
Councilman Ken Miller abstained.

COMMUNICATIONS

No communications to be brought before the Town Board have been received during the month.

REPORTS OF STANDING COMMITTEES

**Buildings and Grounds Committee -- Kenneth Miller,
Chairman**

**BUILDINGS &
GROUNDS
COMMITTEE
REPORT**

1. Ken began his report saying that Sparky Hall has been busy doing a number of maintenance items around the building, and that things are looking good.

**H.V.A.C. SYSTEM
AT TOWN HALL
RECOMMENDA-
TION FOR
REPLACEMENT
AND
INSTALLATION**

- 2. HVAC System Upgrade/Replacement: For several months, Ken has wanted to upgrade the air handlers and boilers, particularly in the gym and large meeting room. Previous work done has been only temporary until the whole system could be evaluated, as to what equipment is working properly and what needs to be replaced. After meeting with representatives from Halco, Pal-Mac Plumbing and Heating, and with Lang Heating and Cooling, and after examining their bids, he recommended to fellow board members that the following Lang bids be considered:

"Furnish and install one (1) Lennox 70,000 BTU 80% gas boiler with two (2) hot water coils installed on airhandlers. Remove cracked Reznor duct heater, and repair ductwork. Installation to include all piping, ball valves as needed, low water cut off, expansion tank, air scoop with auto air vent and any needed ductwork changes. Price: \$4,375.00"

"Furnish and install two (2) Merit series 5 ton SEER R-410 A airhandlers and condensers for meeting room area. Installation to include any ductwork changes, rework electrical, new refrigerant lineset, new base and condensate line drain. Price: \$9,190.00"

**LETTER OF
THANKS TO
PAGEANT CAST
MEMBERS FOR
VOLUNTEER
WORK AT TOWN
HALL**

- 3. Volunteer Work Done at Town Hall: Ken ended his report by praising the work the Hill Cumorah Pageant cast team had done on July 18, as they painted the kitchen walls and ceiling, and did landscaping work in the front of Town Hall, such as spreading mulch and weeding. Ken had asked that a letter of thanks be sent to the cast team leaders. The letter was passed around and all board members signed it.

Highway Committee – James Welch, Chairman

- 1. Highway Department Monthly Report: In his report for July, Highway Superintendent Mike Boesel outlined projects his crew has worked on since the last town board meeting:

Highway Superintendent Report
For Town Board Meeting
7/26/2007

**HIGHWAY
DEPARTMENT
MONTHLY
REPORT FOR
JULY 2007**

Since the 6/21/2007 meeting we have completed the following work:

- Culvert replacement and ditching – Fagner Road and Shilling Road
- Sign maintenance for tree limbs
- Crack sealing – Division Street

- Surface Treating – Arthurton, Betty Brae Way/Bonnie Lane
- Wedging – Haak Road, Walker Road
- Shoulder work – Division Street, Crestwood Drive
- Sweeping – Trolley, Cornwall, South Townline, Faas Roads
- Tree work – Fagner Road, LeRoy/Parker Intersection
- Hauling – We have been hauling various stone from Dolomite on several occasions for our road projects
- Mutual Aid –
 - We assisted the Town of Macedon on 7/10 with two trucks for their chipsealing efforts.
 - We assisted the Town of Sodus on 6/29 with one truck for the paving efforts.
 - We also hauled for Wayne Co. Highway on 7/10-7/13 with their Erie Street project

**HIGHWAY
DEPARTMENT
MONTHLY
REPORT FOR
JULY 2007**

Other miscellaneous items include:

- Shilling Road culvert replacement – We completed the 48” storm culvert replacement in the wetland during the week of 7/16-7/20. Todd Pieters and our crew completed the work in 3.5 days. This section of road remains closed, as we will be starting to re-profile the road over the next few weeks.
- Fagner Road project – We started grinding the road this morning, which will be a two-day process. We expect to put a 3” cold mix asphalt top on the road around mid August.
- Shop Hoist update – I have a demo lift scheduled for August 1st – 7th.
- Mowing update – We started a second trip around the Town on July 10th. However, Lenny Bremis gave me a two-week notice this past Tuesday and I am in the process of finding a replacement for the remainder of the summer.
- Equipment Update –
 - SMSI Grant – On 6/27/2007 I met with Dick Roets and Bill Hammond about the possibility of applying for a Shared Municipal Service grant specifically for highway equipment purchases. Interested parties include Town of Macedon, Town of Palmyra, Village of Palmyra, and Town of Walworth.

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

**HIGHWAY
EQUIPMENT
REPLACEMENT
AND GRANT
OPPORTUNITIES**

2. Highway Equipment Replacement: Mike Boesel expanded on his Equipment Update in his monthly report. His search for an SMSI grant to purchase highway equipment--perhaps in conjunction with Macedon and Walworth--can qualify for up to \$600,000 in grant funding. We purchased heavy equipment in 1987 and 1989, and they need replacing. Since they are too old to bring in much return in our auction, sharing the cost and sharing the availability between municipalities benefits all participants, as well as qualifying for grant funds. Mike is now working on completing the grant application, which is due mid-to-late Fall.

**FALL HIGHWAY
CONFERENCE
SEPTEMBER 25-28**

3. Fall Highway Conference: Mike Boesel announced his intention to attend the Fall Highway Conference in Saratoga, on September 25 - 28. Registration cost is \$90, and the \$485 hotel cost for three nights includes all meals.

**Planning & Economic Development Committee – Mike
Lambrix, Chairman**

**PLANNING BOARD
REPORT FOR
JULY**

Mike Lambrix had requested a Planning Board Report from the Planning Board Chairman, Neil Gates. Town Board members read the report and had no further questions or comments.

The July 2007 Planning Board Report is included with these minutes as Attachment A.

Zoning Committee – David Nussbaumer, Chairman

**CEO REPORT FOR
JULY AND
GARLOCK
CONSTRUCTION
UPDATE**

1. CEO Report: Code Enforcement Officer Bob Grier submitted his monthly report, summarizing activity through July 26.
2. Bob added that Garlock plans to break ground in August for a new 52,000 sq. ft. building, with the anticipated operational date at the end of Summer 2008. In order to make space for the new building, seven current buildings on site will have to be demolished.

**GARNSEY ROAD
CLEAN UP
NEEDED**

3. Councilman Jim Welch asked about conditions on Garnsey Road which need cleaning up. Code Enforcement Officer Bob Grier said he is aware of the situation and will be citing violations and using legal action if necessary. There are three other locations around town in various legal stages of cleanup at this time.

INFORMATIONAL ITEMS

- 1. Assessor's Report for July: Town Board members read the monthly assessor's report. Assessor Elaine Herman reports she has been to training sessions for the special software she uses in her office. She is preparing her "Annual Reassessment Plan" to submit to the State to allow Palmyra to do annual reassessment.

**ASSESSOR'S
REPORT FOR
JULY**

- 2. Town Clerk's Office Report for June-July: The office has had some minor remodeling done, using bead board half walls around Irene's and Celeste's work areas. Celeste completed an upgrade of our sporting licenses system. Irene is gearing up for school tax collection, which begins in September. Jamie Plain is our new part-time helper in the office. She is part of a work training program through the Department of Social Services at the county level.

**TOWN CLERK'S
OFFICE REPORT
FOR JUNE/JULY**

- 3. Sewer Project Update Discussion: Dave Lyon wanted to update the board on sewer projects around the town. The stalled Southwest Quadrant project has been re-engineered and is ready for a public informational meeting. He suggested it be scheduled for late August.

**SEWER
PROJECTS
UPDATE
DISCUSSION:**

On Stafford Road, several more sewer connections have been hooked up.

Interest has been expressed by townspeople to have sanitary sewer service available on Route 31 East, from the village line to the Griffith Oil property. He asked the board if it would be all right with them to send out a survey letter to determine resident interest in the project. Board members agreed.

**SW QUADRANT,
STAFFORD RD.,
RT. 31 EAST,
CANANDAIGUA
ROAD,
MAPLE AVE./
MEADOW DRIVE**

On Canandaigua Road, two more out-of-district residents wish to hook up to the sewer line extension that went to the animal hospital. It was unsure whether these residents would be dealing with the village or the town. Dave Lyon said the town would come back with a recommendation.

Maple Avenue area residents have already been surveyed about installing sanitary sewer service. A solid majority of responses show positive feelings about the project. Dave Lyon suggested now is the time to ask the engineers to proceed on this project and provide the town with a preliminary engineering cost.

**WATER
PROJECT
UPDATE
DISCUSSION:**

**JOHNSON-
FLOODMAN**

4. Water Project Update Discussion: Dave Lyon brought the board up to date on progress in the new water district called Johnson-Floodman Water District, although it also includes parts of Parker, Port Gibson and South Creek Roads. Engineers have reconfigured the district and have calculated grant funding and debt service so they can present the information to the residents in the proposed water district. He would like to have an informational meeting on Thursday, August 9 to present the data to the residents. For the project to move forward, it is critical to have a majority of property owners formally notify the town of their desire to participate in the water district. At the informational meeting there will be a petition for signing. Each signature must be notarized.

AGENDA ITEMS

**MTN: APPROVE
PURCHASES
MADE
PREVIOUSLY**

1. Approve Purchases Made Previously: Several items were purchased in the past and, although discussed by the town board, and after searching through past town board meeting minutes, no record appears that the purchases were officially approved. To make sure all equipment and capital purchases have received official approval, the following items were offered for board approval at this time: window air conditioners for Server Room and Supervisor's office; and fax machine, 2-drawer lateral file cabinet, beadboard panels, and narrow side table for Town Clerk's office. Dave Nussbaumer made the motion to approve the purchase of these miscellaneous items. Ken Miller added he would like to have an itemized cost of each item included with these minutes.

Second: Mike Lambrix

Vote: 5 ayes. Carried.

The list is included with these minutes as Attachment B.

2. Approve Project Management Services for Johnson-Floodman Water District: Stuart I. Brown Associates, Inc., of Rochester, has submitted a proposal for Grant Assistance Services and Project Management Services in connection with the proposed Johnson-Floodman Water District project. They have the expertise in the procedures, legal requirements, procuring financing and providing reports to the town about the progress of the project. The proposal was brought before the town board for approval.

Mike Lambrix made the motion to approve the proposal with the cost not to exceed \$8,500.

Second: Ken Miller

Vote: 5 ayes. Carried.

Supervisor Lyon signed the contract.

The contract is included with these minutes as Attachment C.

**MTN: APPROVE
STU BROWN
ASSOC. FOR
PROJECT
MANAGEMENT
SERVICES:
JOHNSON-
FLOODMAN
WATER
PROJECT**

- 3. Schedule Informational Meeting for Johnson-Floodman Water District: It is necessary to schedule an informational meeting to update the residents of the newly-reconfigured Johnson-Floodman Water District of the changes, as well as to sign a petition if they would like to participate in the water district. Mike Lambrix made the motion to schedule this meeting for Thursday, August 9, 2007, at 7:30 p.m., at the Palmyra Town Hall.

Second: Dave Nussbaumer

Vote: 5 ayes. Carried.

**MTN:
SCHEDULE
INFORMATIONAL
MTG. FOR
JOHNSON-
FLOODMAN
WATER
DISTRICT**

- 4. Schedule Informational Meeting for Southwest Quadrant Sewer District: It is necessary to schedule an informational meeting to update the residents of the Southwest Quadrant Sewer District of the latest information concerning the project. Dave Nussbaumer made the motion for Thursday, August 23, 2007, at 7:30 p.m., at the Palmyra Town Hall, before the regular meeting of the Town Board.

Second: Dave Nussbaumer

Vote: 5 ayes. Carried.

**MTN:
SCHEDULE
INFORMATIONAL
MTG. FOR
SOUTHWEST
QUADRANT
SEWER
DISTRICT**

- 5. Budget Adjustments: As the year progresses, it is sometimes necessary to adjust from one budget line to another several items which were unanticipated when preparing this year's budget. Dave Nussbaumer made the motion to approve the necessary budget changes in this year's budget. The prepared list of changes is included with these minutes as Attachment D.

Second: Mike Lambrix

Vote: 5 ayes. Carried.

**MTN: MID-YEAR
BUDGET
ADJUSTMENTS**

- 6. Agreement with Social Services through Workforce Development: The Town Clerk's office has had several workers through the county's Workforce Development program. These are short-term assignments, paid by the county, to help workers gain experience in an office setting.

**MTN: APPROVE
AGREEMENT
WITH DEPT. OF
SOCIAL
SERVICES FOR
WORKFORCE
DEVELOPMENT
WORKER IN
TOWN CLERK'S
OFFICE**

We have previously signed an agreement with Workforce Development, and they have placed several workers. The new worker, Jamie Plain, is part of a worker training plan through the Wayne County Department of Social Services. For her to work in our offices, the town must sign an agreement with the DSS. Ken Miller made the motion to approve the agreement with Social Services for a worker in the Town Clerk's office.

Second: Dave Nussbaumer Vote: 5 ayes. Carried.

**MTN: ACCEPT
LANG HEATING
& COOLING BID
FOR A/C AND
FURNACE FOR
LARGE MEETING
ROOM**

7. Approve purchases of HVAC equipment for Town Hall: After examining the bids from Halco (Furnace/AC 2 5-ton--\$24,895); Pal-Mac Plumbing & Heating (Furnace/AC 2 5-ton--\$15,500); and Lang Heating and Cooling (AC-A/H and Boiler 2 5-ton & 70K BTU--\$14,765), Ken Miller recommended the Lang proposal at \$14,765, to replace the HVAC for the Large Meeting Room. The proposal includes all hardware, modification to existing duct-work, piping and wiring, and debris removal, in addition to the equipment. He made the first motion for the Air Handler at \$9,190.00.

Second: Mike Lambrix Vote: 5 ayes. Carried.

Ken Miller made the second motion for the 70,000 BTU gas boiler at a cost of \$4,575.00.

Second: Mike Lambrix Vote: 5 ayes. Carried.

**MTN: APPROVE
HWY. SUPT. TO
ATTEND FALL
HIGHWAY
CONFERENCE**

8. Approve Fall Highway Conference Attendance: At the request of Highway Superintendent Mike Boesel, Jim Welch made the motion for Mike to attend the Fall Highway Conference, September 25 - 28 at Saratoga, with the cost not to exceed \$600.

Second: Mike Lambrix Vote: 5 ayes. Carried.

**MTN: APPROVE
CLAIMS &
EXPENDITURES
OF ABSTRACTS
#130 AND #131**

9. Approve Abstracts #130 and #131: Dave Nussbaumer made the motion to approve the claims and expenditures shown on Abstract #130 (for vouchers already paid), which includes Voucher Numbers 8348A through 8353, for \$19,557.56; and Abstract #131, (for vouchers to be paid) which includes Voucher Numbers 8354 through 8441 for \$83,658.70.

Second: Ken Miller Vote: 5 ayes. Carried.

10. Motion to Adjourn: At 8:17 p.m., Mike Lambrix made the motion to adjourn the meeting.

**MTN: ADJOURN
MEETING**

Second: Ken Miller

Vote: 5 ayes. Carried.

Respectfully submitted,

Lyndall Ann P. Green
Palmyra Town Clerk

Attachments:

Attachment A: July 2007 Planning Board Report

Attachment B: Itemized list and cost of purchased items which had not been previously approved.

Attachment C: Contract with Stuart I. Brown Associates for Project Management Services on the Johnson-Floodman Water Project

Attachment D: Mid-year budget adjustments

**NEXT MEETING: THURSDAY, AUGUST 23, 2007, AT 7:30 P.M.
PALMYRA TOWN HALL**