

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
March 22, 2018**

At 7:01 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, March 22, 2018, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

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

Upon roll call, the following Board members were present:

Supervisor Kenneth Miller
James Welch, Deputy Supervisor
Todd Pipitone, Councilman
Bradley Cook, 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 February 22, 2018.

Second: Jim Welch

Vote: 3 Ayes. Carried

ATTENDANCE

Also attending was: Marc Carrier, Richard Hagar, Frank VasCukynas, and Mike Catalano (EMS Advisory Board), Alexia Roden and Heather Roden.

HEARING

There was no official hearing this evening.

COMMUNICATIONS / PUBLIC INPUT

Marc Carrier provided the board with a letter this evening (on behalf of the Garnsey Rd. residents) requesting that Councilman Pipitone attend the meeting with the DEC and Supervisor Miller. He also asked to add an amendment to the letter requesting that they also be able to attend that meeting. The board requested a signed copy of this letter.

Mr. Carrier further commented that at an earlier meeting with Supervisor Miller he took offense to something that was said with regards to his neighbors, and that Mr. Carrier's agenda was to "just make the town pay for their mistake in purchasing those properties". He went on to say that he felt this was more an "injustice than a mistake".

Mr. Carrier brought a signed copy of his letter back that evening before the meeting ended, and included the amendment asking to also be allowed to attend the meeting with the DEC. **ATTACHMENT A**

REPORTS OF STANDING COMMITTEES

Supervision: Animal Control, Human Resources, Historian, and Finance - Supervisor Ken Miller

1. Phone Service Priority Levels: Office of Emergency Communications (OEC) will be setting five priority levels with Verizon, based on subscriber's national security or emergency preparedness role. This will potentially activate your phone to a high priority status in case of catastrophic emergency when most cell services get jammed.

2. Paid leave for Cancer Screening: "Paid leave for Cancer Screening" was passed thru legislation, and allows for up to 4 hrs. paid leave for any cancer screening. Mr. Miller stated that he and Petra Anderson (book keeper) will be contacting Paychex to see if there would be any cost involved when updating our handbook to reflect this time off. He did not believe there would be as this is a state mandated change.

3. New York Farm Bureau Executive Budget Analysis: The booklets for the New York Farm Bureau Executive Budget Analysis will be kept in the Town Clerk if you wish to review them. This shows the different funding awarded for Agriculture and Markets thru the state.

4. Surplus: Old items and surplus equipment have been accumulating in server room for the past few years. Supervisor Miller and Councilman Pipitone will be deciding which pieces can be sold at the Highway Auction in May, and what should just be thrown away. This includes the old server that is still in there.

5. Phones: Mr. Miller asked that the topic of the telephone system that had not been refunded, or returned to us, be put under his topics. Mr. Pipitone said he had no reply with regards to the phones, therefore Mr. Miller suggested that Mr. Pipitone now contact legal council as not returning our money or equipment is a felony.

6. Computer for Book Keeper: After researching a Lenova Desktop Computer (same one that approved for the assessor) thru Integrated System, the book keeper will be asking for approval later in meeting, not to exceed \$715.00. Councilman Cook asked what was budgeted this year, the answer was \$600.00, but that it is necessary to run her programs.

Supervisor Miller also added that he and Mr. Catalano had been reviewing the draft of the agreement for Finger Lakes Ambulance and they will be looking for approval this evening to pass it along to FLA for more input. Mr. Miller also stated that he was very please to announce that he received a letter from Senator Helming's office, and that Palmyra has secured a \$75,000.00 State Municipal Facilities (SAM) Grant to be used towards the Palmyra Heated Highway Facility project. The application is under way, but it may take up to a year to secure the funds.

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

1. Town Clerk Report for March:

TOWN CLERK OFFICE REPORT TO THE BOARD
MARCH 2018

Through dog licensing in February 2018, we sold 131 licenses totaling \$1,049.00, misc sales, and marriage licenses, hunting/fishing, vital record requests, FOIL requests, zoning etc- added an additional \$5,039.85. Total check disbursements for the month of February were \$6,088.85. We have included a half page reminder letter with the tax receipts this year, and have issued an additional 51 dog licenses for February 2018 (February 2017 we issued only 80 total)....March dog totals will be even higher.

March has been steady with Town and County tax collection and water payments. So far, since January 1, we have collected \$3,994,130.47 of the \$4,535,021.74 tax warrant....leaving just \$543,468.02 to be collected until the final deadline of March 31st.

Legal notices were published, and sealed bids for the various heated highway facility were collected and opened on March 19, 2018. There are 3 resolutions to accept the winning bids later this evening.

Ontario Lock and Key came to access the door lock situation in the building and will get back to me by next week.

Once again, we have received many compliments this winter on the convenience ramp and accessible doors that were installed in the front of the town hall.

2. Acknowledgement was received from Department of Transportation that they will indeed be investigating traffic conditions on Macedon Center Road.

Councilman Cook stated that the back of the building no longer seems to have a problem with ice damming, and the Town Clerk pointed out that the front south side of the building seems to have the only current issue.

Supervisor Miller added that he is keeping Senator Helming's office informed regarding the traffic on Macedon Center as well as lighting near the VFW at Canalside Estates.

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

1. Highway Report: Highway Superintendent Mike Boesel was unable to attend the meeting or submit his usual report, so Councilman Welch reported on his behalf.

2. Highway Facility Update: The highway department is working on dismantling the current building and has removed most of the tin on the walls. They decided they will leave the back wall in tact for now in case of any storms. Bid quotes for heat, doors and electric came thru and there will be an awarding of bids this evening. All bids totaled keep us under budget at this time. Councilman Cook wanted to acknowledge that Mr. Boesel worked very hard to get the bids out, and stepped up to keep this project moving ahead.

3. Mowing on County Roads: The agreement for Mowing on County Roads was reviewed by Mr. Boesel and is on the agenda for approval this evening.

4. Municipal Auction Agreement with Teitsworth: The agreement with Teitsworth for the Municipal Auction in May 2018 is on the agenda for approval this evening, and the board decided to allow the Town Supervisor to sign it in the Highway Superintendents absence.

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

Councilman Pipitone had nothing further to add after the earlier conversation regarding the phone system.

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

1. Assessor's Office Report for March:

**REPORT TO THE TOWN BOARD
FROM THE ASSESSOR'S OFFICE
March 15, 2018**

With an update/reassessment coming up it makes it even more important to get a new Board of Assessment Review member. Derry's term is up in September and I am not sure that he is going to want to be reappointed.

We only have three other members at this time for May of 2018. It is very important that we have an additional member of the board as soon as possible. This will need to be done by the April 2018 Board meeting, as new members must attend training at the county. If we get 1 new member this year we still may need another for next year.

We have been busy this month trying to tie up loose ends with all of our exemption. Some people had only brought us their forms and not the income information that we need to process the form. We have been phoning or emailing those that have not brought in all of their income information. At this time there are still a few people that we are chasing down for this information.

I have been busy valuing the improvements that code has been issuing building permits for. I am almost done with that part of the value, and I am continuing to get my tentative roll ready. My backup is due to the county by April 10th.

Mark Parton from the state has been out to go over some things for the update. He will be coming out next week to help me to start getting all of the computer information ready.

I have not received my new values for CSX Railroad and Special Franchise that are determined by the State every year. I should get them at any time. I will attach them to next month's board report.

If you have any questions or concerns, I am in the office most of the time.

The assessor's concern for number of members on the Board of Assessment was once again discussed. It was suggested that an ad be placed in the newspaper and on Face Book at this time, so they can eventually conduct interviews for the position. Mr. Miller will be working with Councilman Pipitone and the Assessor to get this done!

2. Code Enforcement/Zoning Office Report- March: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that included a list of building permits and certificates of compliance for February 20, 2018 thru March 20, 2018. Supervisor Miller invited all to read it at their leisure.

3. Minutes from Zoning Board Meeting for March: None

4. Minutes from Planning Board Meeting for March: Minutes from the March 12th, 2018 Planning Board meeting were shared with the board.

INFORMATION

1. Mike Catalano- EMS Advisory Report: Mr. Catalano finalized a draft of the agreement for Fingerlakes Ambulance with the Town of Palmyra. The original 1 ½ page agreement is now 7 pages and which will hopefully make FLA more accountable. He pointed out that these additions will not come as a surprise to them as they were invited to participate in the negotiations. Mr. Catalano also encouraged everyone to sign up for the Smart 9-1-1 program that is being promoted. This will help first responders to know not only where you are, but your medical history, allergies, medications etc. before they arrive. He did include one caveat; if our area does not utilize this service, we will lose access to it.

2. Local Government Workshop: The Spring 2018 Local Government Workshop is on Friday May 18, 2018 at the Burgundy Basin Inn, Pittsford NY.

3. Sheriffs Call for State Funding of Armed Officers in all Schools: After the latest school shooting in Florida, the Wayne County Sheriff is calling for state funding of armed officers for all our schools as a way to prevent these types of atrocities.

4. Laurel House: Laurel House is a small comfort care home in Newark NY, that has up to two beds at one time, offering comfort and care to not only patients, but their families, during their difficult last days.

AGENDA ITEMS

1. Approve: Approve Resolution #8-2018 Identifying Signatories on Newly Established Bank Account as written: Todd Pipitone made the motion to approve Resolution #8-2018 Identifying the signatories on the newly established bank account as written.

Second: Brad Cook

Vote: 3 Ayes. Carried

RESOLUTION #8 – 2018 Identifying Signatories on Newly Established Bank Account for the Palmyra Heated Highway Facility Project

Now, therefore be resolved that Kenneth F. Miller, Supervisor of the Town of Palmyra is authorized and directed to establish a new bank account subtitled "*Palmyra Heated Highway Facility Project*" with KeyBank. The Town of Palmyra by-laws identify the officers below as signatories on the newly established bank account "*Palmyra Heated Highway Facility Project*":

ACCOUNT NUMBER:

SIGNER NAME/TITLE:

(To be Determined)
Welch/Deputy

Kenneth F. Miller/Supervisor OR James T.

2. Approve: Approve Resolution #9-2018: Reiterating that the Officials have been appointed as Signatories on all Town of Palmyra KeyBank Accounts as written: Todd Pipitone made the motion to approve Resolution #9-2018: reiterating that the officials have been appointed as signatories on all Town of Palmyra *KeyBank* accounts as written:

Second: Brad Cook

Vote: 3 Ayes. Carried

RESOLUTION #9 – 2018:

To reiterate that the Officials have been appointed as Signatories on all Town of Palmyra *KeyBank* Accounts

WHEREAS: On January 4th, 2018, the Town of Palmyra appointed new officers for the calendar year 2018, and

WHEREAS: The Town of Palmyra by-laws identify the officers below as signatories on all *KeyBank* accounts for the Town of Palmyra.

ACCOUNT NUMBER:

SIGNER NAME/TITLE:

584609396
584150920
584189095
584010141

Kenneth F. Miller/Supervisor OR James T. Welch/Deputy Supervisor
Kenneth F. Miller/Supervisor OR James T. Welch/Deputy Supervisor
Kenneth F. Miller/Supervisor OR James T. Welch/Deputy Supervisor
Kenneth F. Miller/Supervisor OR James T. Welch/Deputy Supervisor

Now, therefore be resolved by the Town of Palmyra:

That the Town of Palmyra acknowledges the above officials have been appointed as signatories on all the Town of Palmyra *KeyBank* accounts, as listed.

3. Approve: Approve and Acknowledge the Audits of the Palmyra Town Court, Town Clerk/Tax Collector, and Chief Financial Officers: Todd Pipitone made the motion to approve and acknowledge the Audits of the Palmyra Town Court, Town Clerk/Tax Collector, and Chief Financial Officers. This excerpt from tonight’s minutes, and copy of audit for the Palmyra Town Court, will then be sent to the NYS Unified Court System.

Second: Jim Welch

Vote: 3 Ayes. Carried

4. Approve: Resolution #10- 2018: To accept the Low Bid for Overhead Doors and Installation as written: Todd Pipitone made the motion to approve Resolution #10- 2018: To accept the Low Bid for Overhead Doors and Installation as written:

Second: Jim Welch

Vote: 3 Ayes. Carried

**RESOLUTION #10 – 2018: Accept Low Bid for Overhead Door Purchase & Installation at:
Palmyra Heated Highway Facility
131 Kent Street, Palmyra NY 14522**

AUTHORIZATION TO ACCEPT Low Bid for Overhead Door Purchase & Installation at the Palmyra Heated Highway Facility.

WHEREAS, the Palmyra Highway Department has the need to build a Heated Highway Facility; and

WHEREAS, at the November 7, 2017 General Election, a Town Referendum in and for the Town of Palmyra, Wayne County, New York, Proposition 1 of 2018 was submitted and approved by the qualified electors of said Town allowing for the building of said Palmyra Heated Highway Facility

WHEREAS, the Palmyra Highway Superintendent advertised to accept bids for the Overhead Door Purchase and Installation in the Town of Palmyra’s official newspaper, *The Times of Wayne County*; and

WHEREAS, the Town Clerk of the Town of Palmyra has duly advertised for said Overhead Doors for the Palmyra Heated Highway Facility, and the bids were opened on Monday, March 19, 2018, at 2:00 P.M. in the Town Clerk’s office, with one bid received.

NOW, THEREFORE, BE IT RESOLVED, that the bid submitted by Martin Door Service, LLC, 1116 Rt 5 & 20, Geneva NY 14456, in the bid price of \$38,880.00, in accordance with the specifications, is hereby accepted; and

BE IT FURTHER RESOLVED, that the Palmyra Highway Superintendent is hereby authorized and directed to execute a contract on behalf of the Town of Palmyra, subject to the approval of the Town Board of the Town of Palmyra and to the Town attorney’s approval, as to form and content with Martin Door Service, LLC, in accordance with the bid acceptance.

5. Approve: Resolution #11- 2018: To accept the Low Bid for Electrical System and Installation as written: Todd Pipitone made the motion to accept the Low Bid for Electrical System and Installation as written:

Second: Brad Cook

Vote: 3 Ayes. Carried

**RESOLUTION #11 – 2018: Accept Low Bid for Electrical System & Installation at:
Palmyra Heated Highway Facility
131 Kent Street, Palmyra NY 14522**

AUTHORIZATION TO ACCEPT Low Bid for Electrical System & Installation at the Palmyra Heated Highway Facility.

WHEREAS, the Palmyra Highway Department has the need to build a Heated Highway Facility; and

WHEREAS, at the November 7, 2017 General Election, a Town Referendum in and for the Town of Palmyra, Wayne County, New York, Proposition 1 of 2018 was submitted and approved by the qualified electors of said Town allowing for the building of said Palmyra Heated Highway Facility

WHEREAS, the Palmyra Highway Superintendent advertised to accept bids for the Electrical System and Installation in the Town of Palmyra’s official newspaper, *The Times of Wayne County*; and

WHEREAS, the Town Clerk of the Town of Palmyra has duly advertised for said Electrical System for the Palmyra Heated Highway Facility, and the bids were opened on Monday, March 19, 2018, at 2:02 P.M. in the Town Clerk’s office, with two bids received.

NOW, THEREFORE, BE IT RESOLVED, that the bid submitted by Kyle Lawrence Electric, Inc. 101 Hyde Parkway, Palmyra NY 14522, in the bid price of \$39,750.00, in accordance with the specifications, is hereby accepted; and

BE IT FURTHER RESOLVED, that the Palmyra Highway Superintendent is hereby authorized and directed to execute a contract on behalf of the Town of Palmyra, subject to the approval of the Town Board of the Town of Palmyra and to the Town attorney’s approval, as to form and content with Kyle Lawrence Electric, Inc, in accordance with the bid acceptance.

6. Approve: Resolution #12- 2018: To accept the Low Bid for Heating System and Installation as written: Todd Pipitone made the motion to accept the Low Bid for the heating system and installation as written.

Second: Brad Cook

Vote: 3 Ayes. Carried

**RESOLUTION #12 – 2018: Accept Low Bid for a Heating System & Installation at:
Palmyra Heated Highway Facility
131 Kent Street, Palmyra NY 14522**

AUTHORIZATION TO ACCEPT Low Bid for Heating System & Installation at the Palmyra Heated Highway Facility.

WHEREAS, the Palmyra Highway Department has the need to build a Heated Highway Facility; and

WHEREAS, at the November 7, 2017 General Election, a Town Referendum in and for the Town of Palmyra, Wayne County, New York, Proposition 1 of 2018 was submitted and approved by the qualified electors of said Town allowing for the building of said Palmyra Heated Highway Facility

WHEREAS, the Palmyra Highway Superintendent advertised to accept bids for the Heating System and Installation in the Town of Palmyra’s official newspaper, *The Times of Wayne County*; and

WHEREAS, the Town Clerk of the Town of Palmyra has duly advertised for said Heating System for the Palmyra Heated Highway Facility, and the bids were opened on Monday, March 19, 2018, at 2:05 P.M. in the Town Clerk’s office, with two bids received.

NOW, THEREFORE, BE IT RESOLVED, that the bid submitted by RL Powers, LLC. PO Box 67, Palmyra NY 14522, in the bid price of \$20,500.00, in accordance with the specifications, is hereby accepted; and

BE IT FURTHER RESOLVED, that the Palmyra Highway Superintendent is hereby authorized and directed to execute a contract on behalf of the Town of Palmyra, subject to the approval of the Town Board of the Town of Palmyra and to the Town attorney's approval, as to form and content with RL Powers, LLC, in accordance with the bid acceptance.

7. Approve: Town Supervisor to sign Palmyra Town Auction Contract with Teitsworth for Highway Auction on May 12, 2018: Todd Pipitone made the motion to approve the Town Supervisor to sign the Palmyra Town Auction Contract with Teitsworth for Highway Auction on May 12, 2018.

Second: Jim Welch

Vote: 3 Ayes. Carried

8. Approve: Supervisor to Sign Contract with County for Mowing on County Roads, Commencing April 1, 2018 and ending on December 31, 2018: Todd Pipitone made the motion to approve the Town Supervisor to sign the Contract with County for Mowing on County Roads, Commencing April 1, 2018 and ending on December 31, 2018.

Second: Brad Cook

Vote: 3 Ayes. Carried

9. Approve: Purchase of Lenovo Desktop Computer, Intel Core i5 (7th Generation) as quoted by Integrated Systems for the Book keeper, not to exceed \$715.00: Todd Pipitone made the motion to approve the book keeper to purchase a Lenovo Desktop Computer, Intel Core i5 (7th Generation) as quoted by Integrated Systems, not to exceed \$715.00.

Second: Brad Cook

Vote: 3 Ayes. Carried

ADDITIONAL AGENDA ITEM

Todd Pipitone made the motion to allow the draft of the Fingerlakes Ambulance Agreement be presented to FLA the week of March 23, 2018.

Second: Brad Cook

Vote: 3 Ayes. Carried

Motion to approve claims and expenditures: Todd Pipitone made the motion to approve claims and expenditures for the month of March 2018, Vouchers #264 thru #383, totaling \$113,368.82.

Second: Brad Cook

Vote: 3 Ayes. Carried

Adjourn Meeting: At 7:40PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Jim Welch

Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

ATTACHMENT A

Communications from Garnsey Rd residents

Regular Town Board Meeting
Thursday April 26, 2018
7:00 PM – East Palmyra Fire Department