

**REGULAR MEETING OF THE TOWN BOARD
EAST PALMYRA FIRE HALL
April 24th, 2025**

At 7:00 p.m., Supervisor Gary Rose called to order the regular Town Board meeting, scheduled for Thursday, April 24th, 2025, at the East Palmyra Fire Hall, 2145 Tellier Rd, Palmyra, New York.

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

Upon roll call, the following Board members were present:

Gary Rose, Supervisor
James Welch, Councilman
Douglas DeRue, Councilman
Todd Pipitone, Councilman

Councilman Brad Cook was absent.

Todd Pipitone made the motion to approve minutes from the Regular Town Board meeting on March 27th, 2025.

Second: Doug DeRue Vote: 4 Ayes. Carried

ATTENDANCE

Also in attendance: Casey Carpenter (Times of Wayne County), Mike Catalano (EMS Advisory Board), Jeanne Garlock, Chuck & Julie Hartman, Linda Valley, Kammy Katchman, MA Smith Williams, Mike Boesel (Highway Superintendent), and Gigit Graham.

HEARING There was no official hearing this evening.

EMS BOARD REPRESENTATIVE

Mike Catalano, our Wayne County EMS Advisory Board representative, reported that all is status quo with Finger Lakes Ambulance, and that we have a new county EMS coordinator, Paul Fara. Mr. Fara brings a lot of experience to the county and will be participating in the newly formed County EMS Chiefs and Directors group. This group will meet the week before the EMS Advisory Board, and the representative will bring any concerns to that board.

COMMUNICATIONS RECEIVED None for this evening.

PUBLIC INPUT None from this evening.

Board Note - the following will now appear on all agendas.

**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.*

Supervision: Animal Control, Human Resources, Justices, and Finance:
- Supervisor Gary Rose

1. Supervisor's Monthly Financial Report: The Supervisor has received the Bookkeepers monthly financial report for March 2025.

2. 2024 Annual Financial Report: The 2024 Annual Financial Report for the Town of Palmyra has been filed with the Office of the State Comptroller and with the Palmyra Town Clerk. It is available on the town website and can also be emailed to anyone that might be interested in viewing it. The following legal notice was posted as required by law:

LEGAL NOTICE
TOWN OF PALMYRA ANNUAL FINANCIAL REPORT
FISCAL YEAR 2024

NOTICE IS HEREBY GIVEN, that the 2024 Annual Financial Report for the Town of Palmyra has been filed with the Office of the State Comptroller and with the Palmyra Town Clerk.

Said report is available for viewing by any interested party at the Town Clerk's office, 1180 Canandaigua Road, Palmyra, during regular business hours: 9 a.m. to 5 p.m., Monday through Friday.

Dated: March 31, 2025

Irene E. Unterborn
Palmyra Town Clerk

3. Municipal Shelter Inspection and Dog Control Officer Reports: The animal health inspector made a visit on March 18, 2025. We received the results of the Municipal Shelter Inspection, as well as the Animal Control Officer inspection, and both were rated "Satisfactory". Mr. Rose Pointed out that the rating is only "Satisfactory" or "Un-Satisfactory".

4. Clerk to the Supervisor Retirement: Supervisor Rose informed the board that we have received the Retirement/Resignation letter from Petra Anderson, Clerk to the Supervisor, and her last day of employment will be August 29th, 2025.

5. LaBella (Old Landfill): Supervisor Rose met with LaBella engineers; things are moving forward once again regarding the Old Landfill. The few changes to the plan that the DEC requested were added, and he is asking for authorization for LaBella to send out bid packets by May 1st, 2025, to be returned by June 1st, 2025.

Public Works: Highway Department, Equipment and Facilities:

-Councilman James Welch

1. Highway Department Report for April:

**HIGHWAY SUPERINTENDENT REPORT
FOR TOWN BOARD MEETING
4/25/24**

Since the 3/27/25 Town Board meeting we have completed the following work:

- **Winter Recap** – We made 0 trips since the March meeting. To end this winter season, we have made a total of 119 trips out of the barn. A comparison to this point of the past 6 winter seasons is below:
 - April 2024 – 50 trips April 2023 - 59 trips.
 - April 2022 – 92 trips. April 2021 – 71 trips.
 - April 2020 – 88.5 trips. April 2019 – 114 trips.

Other miscellaneous items include:

- **Salt Orders** – Our last salt order was February 12th. For the winter season we used 2106 tons of our 2500-ton allotment, or approximately 84%. The salt barn is currently at 3/4 capacity, and the mix barn is 1/4 capacity. Salt currently costs ~\$52/ton and we have still have \$48K unexpended in our salt line item. I plan to fill the barns later this summer. We will be in good shape to start the next season. Mr. Boesel also noted that we had borrowed 40 tons of salt from Arcadia during the “shortage” but have since returned it to them.
- **CHIPs/PAVE/EWR/POP Funding** – The NYS 25-26 Budget has still not passed. The Governor had proposed to maintain our transportation funding, however, through the negotiation process, the Assembly and Senate both proposed increasing our funding levels. I expect that we will be receiving similar annual funding amounts for our CHIPs, PAVE, EWR and POTHOLE. I hope to get official totals from NYS DOT in the coming weeks.

- **Inspections:**

- Fire Extinguishers – all Hwy Dept fire extinguishers are scheduled for inspection in May by P.A.T.I.
- Vehicle Inspections – all Hwy Dept vehicles have received annual inspections thru April 2025.
- Chainfall Inspection – our annual chainfall inspections is scheduled for May 6th.
- Lifting Chains - all our lifting chains were inspected by Cook Iron on April 22nd.
- Oil/Water Separator – annual pump-out is in the process of being scheduled.

- **Winter Equipment and Yard Cleanups** – Most of our winter equipment was serviced and slowly put away over the past couple weeks, including cleaning and spraying our sanders/salters and painting plow equipment. We have also completed snow fence removal, road sweeping, and our yard damages from snowplowing.
- **Truck Barn** – We replaced 2 exhaust pipes on the overhead propane units and have ordered the materials to replace the remaining 2 exhaust vent pipes.
- **Town Hall** – We cleaned up the yard from the winter season, repaired plow damage, rolled the lawn and have since started mowing already.
- **Sign Project** – We will soon start replacing all the road signs on Plow Routes 5 and 6. These are both located in the East Palmyra area and SE side of Town and include, but are not limited to: S.Creek, Vault, Hogback, P.Gibson, Floodman, Garnsey, Trolley, Cornwall, S.Townline. Plow Routes 1-3 were done over the past 2 years.

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

Supervisor Rose noted that the streetlights had all been changed to LED and we received the bill for them. He also stated that the \$75,000.00 grant that was promised for the highway barn when it was built might be recouped and asked that Mr. Boesel to meet with the bookkeeper. Again, no guarantees, but it does look promising.

Human Services: Town Clerk, Archives, and Town Hall Facility

- Councilman Bradley Cook

1. Town Clerk's Monthly Financial Report: The Supervisor has received the Town Clerk's Office monthly financial report for March.

2. Town Clerk Report for April: The clerk will combine the April and May reports, but final collection for Town & County taxes was \$5,234,798.33, earning \$8,284.07 in interest for the Town. All balanced perfectly with the county treasurer.

Town Building and Grounds Committee:**-Councilmen Cook & DeRue and Town Clerk Irene Unterborn**

1. Building Update: The Town Clerk reported that AirQuip is coming May 1st for annual spring service, mulch and cleanup was done at the Town Hall, cupola work is on hold as there a more pressing needs for the building, and that she had just heard back from the LDS Church regarding the old Church St. Cemetery, and they are going to send us different options we can discuss in the next week or so. They are very happy to work with us!

Town Development: IT & Phones, Strategic (Comprehensive) Plans, Code Enforcement/Planning Board and Security: - Councilman Todd Pipitone

1. Comprehensive Plan: The final version is available online at www.palmyrany.com/comprehensive-plan, or for viewing in the Town Clerk's Office. The town and village are looking for members of the public who would be interested in joining an implementation committee and help put this plan to work!

2. CEO Report for April: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates for March 26th, 2025 through April 22nd, 2025.

3. Minutes from Zoning Board Meeting: None for this month

4. Minutes from the Planning Board Meeting: None for this month

5. Addition to the Zoning Board of Appeals: Councilman Pipitone asked that the Town Board appoint a new member to the Zoning Board later this evening. Mr. McGeary's letter of intent was in the board packet.

6. Code Vehicle: The new Code Enforcement vehicle is to be delivered on April 28th, 2025.

Government Operations: Assessor, Fire Protection Contracts, Youth & Aging, and Historians: - Councilman Doug DeRue**1.Assessor's Report for April:**

**REPORT TO THE TOWN BOARD FROM
THE ASSESSOR'S OFFICE
April 2025**

Enhanced STAR, Limited Income Senior and Limited Income Disability Exemption determination letters mailed this week.

Assessment change letters for properties with physical changes mailed this week.

Exemption chargeback notification letters mailed this week.

Tentative Roll checklist requirements and the table updates in our software are complete and file was submitted to County on Monday 4/21/2025 for May 1st Tentative Roll.

There were 14 March sales. 6 Village and 8 Town sales. There were no parcel split/merge requests.

The following are the sales/transfers for March

March 2025 Sales/Transfers						
MAP #	HS #	STREET	* *	SALE \$	SALE DATE	TAV 2025
64111-10-296700	555	West Main		402,500	3/12/2025	455,400
64111-10-297634	136	Burnham	*	180,000	3/12/2025	221,700
64111-11-579545	144	Brookside	*	0	3/12/2025	190,800
64111-12-765595	320	Prospect	*	0	03/26/2025	121,000
64111-14-389464	445	Stafford	*	0	3/7/2025	118,200
65111-13-023414	407	Howell		191,250	3/6/2025	136,200
64111-12-834640	388	Prospect	*	0	3/25/2025	146,700
64112-00-357640	2836	Macedon Center	*	0	3/5/2025	68,500
65111-00-719229	1114	Vienna	*	0	3/10/2025	177,000
65111-13-226424	4324	St Rt 31		230,000	3/5/2025	156,800
66111-00-165954	1710	Vault	*	140,000	3/14/2025	132,800
66113-00-211037	000	Newark Marion		127,600	3/25/2025	37,600
66113-00-548398	000	Lyon		90,200	3/3/2025	25,600
66113-00-602286	000	Lyon		305,800	3/5/2025	148,300
TAV - Total Assessed Value			*	Indicates a Non Arm's Length sale/Trans fer		

Please let me know if you have any questions.

Thank you, Paula Ruthven

Codification Committee: **Todd Pipitone, Irene Unterborn, and Pat Sheridan**

1. Proposal for Codification: No update, and there will probably not be an update until budget time.

GENERAL INFORMATION

The Town Clerk received a letter from the Board of Elections on April 7th, 2025. There will be no primary here at the Palmyra Town Hall on June 24th, 2025. Regular election will still be held here on November 4th, 2025.

TOWN AGENDA ITEMS

1. Approve: All Town Reports for February: Todd Pipitone made the motion to approve all town reports including the Supervisor, Town Clerk, Code Officer, Assessor, and Highway reports for the month of March 2025.

Second: Doug DeRue Vote: 4 Ayes. Carried

2. Approve: Cupula Repairs on Town Hall: Todd Pipitone made the motion to remove this from the agenda as there are other building projects that are more pressing.

Second: Jim Welch Vote: 4 Ayes. Carried

3. Approve: Hearing date for LOCAL LAW #1 – 2025 “Real Property Tax Levy Limit”: Todd Pipitone made the motion to approve a public hearing of the Palmyra Town Board in the County of Wayne and State of New York on May 22nd, 2025, at 7:00 PM at 1180 Canandaigua Rd, Palmyra, New York, to discuss the proposed Local Law #1-2025 “Real Property Tax Levy Limit”. This is an annual law per NYS!

Second: Doug DeRue Vote: 4 Ayes. Carried

LOCAL LAW #1 – 2025 “Real Property Tax Levy Limit”***Section 1. Legislative Intent***

It is the intent of this Local Law to override the limit on the amount of real property taxes that may be levied by the Town of Palmyra pursuant to General Municipal Law §3-c, and to allow the Town of Palmyra to adopt a budget for the fiscal year 2026 that requires a real property tax levy in excess of the "tax levy limit" as defined by General Municipal Law §3-c.

Section 2. Authority

This Local Law is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes the town board to override the tax levy limit by the adoption of a local law approved by the vote of sixty percent (60%) of the town board.

Section 3. Tax Levy Limit Override

The Town Board of the Town of Palmyra, County of Wayne, is hereby authorized to adopt a budget for the fiscal year 2026 that requires a real property levy in excess of the amount otherwise proscribed in General Municipal Law, §3-c.

Section 4. Severability

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person firm or corporation, or circumstance, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section 5. Effective Date.

This Local Law shall take effect immediately upon filing with the Secretary of State.

4. Approve: Resolution #13-2025 Authorizing the Cancellation of Outstanding Checks from the Disbursement Account, as written: Todd Pipitone made the motion to approve Resolution #13-2025 Authorizing the Cancellation of Outstanding Checks from the Disbursement Account.

Second: Doug DeRue Vote: 4 Ayes. Carried

**RESOLUTION #13-2025
AUTHORIZING THE CANCELLATION OF OUTSTANDING CHECKS FROM THE
DISBURSEMENT ACCOUNT**

WHEREAS, there exists outstanding checks in the disbursement account that are older than 6 months; and

WHEREAS, those checks need to be cancelled from the books and records of the Town of Palmyra

NOW, THEREFORE, BE IT RESOLVED, THAT the following checks will have stop payments placed on them and the funds from said checks shall be realized as miscellaneous revenue:

<u>CHECK #</u>	<u>DATE:</u>	<u>AMOUNT:</u>
33590	September 2021	\$ 150.00
33179	May 2024	\$ 69.38
33789	May 2024	\$ 150.00
33933	August 2024	\$ 150.00
33959	September 2024	\$ 150.00
33996	September 2024	\$ 135.00

By Order of the Town Board at a Meeting on April 24th, 2025

5. Approve: Resolution #14-2025: Addendum No. 2 To The 2020 Amended and Restated Western Regional Wastewater Treatment System Improvement and Services Agreement (Effective June 1, 2025): Todd Pipitone made the motion to approve Resolution #14-2025: Addendum No. 2 to the 2020 Amended and Restated Western Regional Wastewater Treatment System Improvement and Services Agreement (Effective June 1, 2025), and to sign Addendum No 2., as written:

Second: Doug DeRue Vote: 4 Ayes. Carried

**ADDENDUM NO. 2
TO THE 2020 AMENDED AND RESTATED
WESTERN REGIONAL WASTEWATER TREATMENT SYSTEM
IMPROVEMENT AND SERVICES AGREEMENT**

WHEREAS, the Town of Macedon, Town of Marion, Town of Palmyra, Town of Walworth and Village of Palmyra (collectively, the "Participating Municipalities") and the Wayne County Water And Sewer Authority (the "Authority") previously entered into that certain Amended And Restated Wastewater Treatment System Improvements And Services Agreement, dated and effective as of April 1, 2020 (the "2020 IMA"), which provides for the design, financing, construction, operation and maintenance of a regional wastewater collection and treatment system (collectively, the "Project") by the Authority for the benefit of the Participating Municipalities; and

WHEREAS, the 2020 IMA was modified by Addendum No. 1, dated and effective as of November 4, 2022, to, among other things, approve an increase in the estimated Project Cost to \$110 Million, authorize the Authority to close on a Replacement Funding Package with EFC and proceed with implementation of the Project based on an extended Project schedule (the 2020 IMA as amended by Addendum No. 1, the "IMA"); and

WHEREAS, based on the current Project schedule, closing on the Permanent Project Financing and the need for the Authority to commence debt service payments to EFC in connection with the Permanent Project Financing have been extended with the result that (i) the Authority began collecting Capital Charges earlier than needed and (ii) the amount of Capital Charges that the Authority has collected and is currently holding exceeds the amount that is necessary for the current anticipated debt service schedule with EFC (collectively, "Excess Capital Charges"); and

WHEREAS, the Participating Municipalities have requested, and the Authority has agreed, with the consent of EFC and the approval of the Authority's bond counsel, to refund to the Participating Municipalities a portion of the Excess Capital Charges collected to date, by entering into Addendum No. 2 to the IMA (a copy of which is attached to these Resolutions), with the intent that such amounts may be used by each of the Participating Municipalities to establish reserves for the payment of future Capital Charges; otherwise provide for the future payment of the cost of Required Repairs in excess of the applicable Funding Thresholds under their respective sewer system leases with the Authority; or for any other lawful municipal purpose consistent with the character of such funds and the manner in which they were billed and collected by each of the Participating Municipalities.

NOW, THEREFORE, BE RESOLVED, the Town Board is hereby authorized and directed to execute and deliver Addendum No. 2 to the IMA, to be effective June 1, 2025.

6. Approve: Member to the Zoning Board of Appeals: Todd Pipitone made the motion to approve Bradley McGeary to the Palmyra Zoning Board of Appeals, commencing May 1st, 2025 to fill the vacancy, through December 31st, 2026.

Second: Jim Welch Vote: 4 Ayes. Carried

7. Accept: Accept the Retirement/Resignation letter from the Clerk to the Supervisor: Todd Pipitone made the motion to accept the Retirement/Resignation letter from the Clerk to the Supervisor, with a final work date of August 29th, 2025.

Second: Jim Welch Vote: 4 Ayes. Carried

8. Approve: Authorize the Supervisor to Post a Job Listing for the Clerk to the Supervisor: Todd Pipitone made the motion to authorize the Supervisor to post the position of full time Clerk to the Supervisor.

Second: Jim Welch Vote: 4 Ayes. Carried

The board asked that it be posted not only in the newspaper and social media, but to other websites and locations to attract the biggest pool of people.

9. Approve: Authorize LaBella to send out Bid Package for Old Landfill Closure: Todd Pipitone made the motion to authorize LaBella's to send out the Bid Package (with DEC changes) for the Old Landfill Closure and allow the supervisor to sign all necessary paperwork to do so. The board is glad to see something finally happening!

Second: Doug DeRue Vote: 4 Ayes. Carried

MOTION TO APPROVE TOWN CLAIMS AND EXPENDITURES

Todd Pipitone made the motion to approve the April 2025 Vouchers #2025-357 through #2025-463, totaling \$58,355.50 as noted below:

Second: Jim Welch Vote: 4 Ayes. Carried

<u>Abstract Total of Vouchers Pre-Paid:</u>	
GENERAL FUND	\$ 4,556.90
PART TOWN	\$ 1,824.27
DA HIGHWAY	\$ 536.19
Total	\$ 6,917.36

<u>Abstract Total of Vouchers Un-Paid:</u>	
GENERAL FUND	\$ 23,390.51
PART TOWN	\$ 4,791.25
DA HIGHWAY FUND	\$ 6,415.99
DB HIGHWAY FUND	\$ 16,840.39
Total	\$ 51,438.14

MOTION TO ADJOURN

At 7:19 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Brad Cook

Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Palmyra Town Clerk

Next Meeting:
REGULAR TOWN BOARD MEETING
Thursday, May 22nd, 2025
Palmyra Town Hall