

**REGULAR MEETING OF THE TOWN BOARD  
PALMYRA TOWN HALL  
September 25<sup>th</sup>, 2025**

At 7:00 p.m., Supervisor Gary Rose called to order the regular Town Board meeting, scheduled for Thursday, September 25<sup>th</sup>, 2025, at the Palmyra Town Hall, 1180 Canandaigua 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  
Brad Cook, Councilman  
Todd Pipitone, Councilman

A motion was made by Todd Pipitone to approve minutes from the regular Town Board meeting on August 28<sup>th</sup>, 2025, and the Budget Workshops and Meetings on Tuesday September 2<sup>nd</sup>, 9<sup>th</sup>, and 16<sup>th</sup>, 2025.

Second: Doug DeRue      Vote: 4 Ayes. Carried

**ATTENDANCE**

Also in attendance: Mike Catalano (EMS Advisory Board), Todd Metcalfe (General Code), Casey Carpenter (Wayne Times), Mike Boesel (Highway Superintendent), Pat Sheridan (CEO), and Julie & Chuck Hartman.

**HEARING**    There was no official hearing this evening.

**GUEST SPEAKER**

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

**1. Proposal for Codification:** Todd Metcalfe from General Code came to discuss the proposal that was received for Codification Services. A copy of the proposal was supplied to the board at the last meeting so that they had time to review what is included. Mr. MetCalfe explained the process and cost involved and codifying our code book and the benefits of having it available online for the public. He also fielded numerous questions from the board. Cost would be an initial \$14,000.00 plus an approximate \$2,000.00 annual fee for maintenance, depending on how many additional local laws we pass.

**EMS BOARD REPRESENTATIVE**

Mike Catalano, the Wayne County EMS Advisory Board representative, reported there were only 4 or 5 calls that were given to closer agencies. Usually there are two rigs in or near Palmyra but in the evenings, it seems they may be coming from further away. The average response time was still under 12 minutes though.

Also, the EMS Chiefs met and discussed perhaps putting a 4<sup>th</sup> rig in Walworth. They also wanted to remind everyone in the county that the Wayne County Ambulance there to help and supplement and not divide and conquer.

**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.*

**COMMUNICATIONS RECEIVED** None from this evening.

**REPORTS OF STANDING COMMITTEES**

**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 August 2025, which was shared previously with the Town Board.

**2. Old Landfill Update:** Equipment is all on site and it is making progress every day. Trees have all been cleared and ground into mulch. The supervisor was out to speak with Eric (the onsite project manager) at the landfill today. Mr Rose reported that things are progressing, and samples of the mulch have been sent off as well as samples of the clay and they are waiting on the results. They have started to doze flat spots on the site because the drillers will be there next week to drill the required vents. Beginning next week they will start on the French drain. The surveyors will also be out next week to create a topographical map. Eric said thus far the site has been a very clean site and he does not anticipate any problems going forward.

Mr. Rose also had an update from environmental attorney, and it is information that he would like to share with the board. He will schedule a phone meeting with him so that we can go into executive session at the September 30<sup>th</sup> Budget Workshop and Meeting so the board can then go into executive session and discuss this pending litigation.

**3. Wayne County Water and Sewer Authority:** A letter was received from Marty Amann from the Wayne County Water and Sewer Authority strongly suggesting that the towns of Palmyra, Macedon, and Marion stop accepting water and sewer payments. It appears that Marion will continue to collect, and Macedon will not. A decision will be made later as to whether Palmyra will continue to collect until December 31<sup>st</sup>, 2025. The Town Clerk's office would like to continue this service, if the WCWSA allows it.

**Public Works: Highway Department, Equipment and Facilities:**

**-Councilman James Welch**

**1. Highway Department Report for September:**

**HIGHWAY SUPERINTENDENT REPORT  
FOR TOWN BOARD MEETING  
9/25/25**

Since the 8/28/25 Town Board meeting we have completed the following work:

- Treework – roadside cleanup from miscellaneous storms
- Brushmowing – Jeffery Road
- Hauling –hauling and mixing sand/salt
- Inter-municipal Assistance
  - 9/2/25                2 Palmyra trucks assist Ontario Hwy with hauling assistance – Brick Church Rd
  - 9/3/25                2 Palmyra trucks assist Ontario Hwy with hauling assistance – Brick Church Rd
  - 9/3/25                1 Macedon sweeper assist Pal Hwy with sweeping – E.Foster Street
  - 9/11/25              3 Williamson, 2 Arcadia, 1 Wal trucks assist Pal Hwy with paving
  - – E.Foster St
  - 9/23-24/25        2 Palmyra trucks to Macedon for paving assistance.

Other miscellaneous items include:

- **Stone & Oil Projects** – We recently completed stone & oil work on Leroy and Hanagan Roads. Last Friday, we finished fog sealing on Vault, Hogback Hill and Galloway Roads. This completes our surface treating

work for this year. We will focus our efforts on brush mowing and drainage projects for the remainder of the year.

- **E.Foster Street Project** – On 9/11/25, the Town and Village Hwy Crews completed paving on this joint street project. This project is funded thru our CHIPs.
- **Sign Project** – On 9/19/25, we completed replacement of all the road signs on Snowplow Rt.5. (Garnsey, Cornwall, S.Townline, Floodman, P.Gibson). Over the past 1.5 years, we have now completed Routes 1-3, 5, 6. Next we will focus on Rt.4. All these sign replacements have been funded by our CHIPs monies.
- **Generator Project** – On 8/20/25, the automatic generator at the Palmyra Sewer Plant needed to be removed from their project site and was brought over to Palmyra Hwy for our consideration. We have since had conversations with the long-time servicer of this unit and we need to evaluate if we are going to attempt to convert from natural gas to propane or invest any time/money into this unit.
- **Fuel Island Project** – On 8/28/25, LaValley Brothers setup the temporary fuel island. There has been no additional work since then. The new tank delivery date was pushed from mid-Sept to next Wednesday 10/1/25. LaValley Brothers intends to be here next Monday to start preparations for the new tank delivery.
- **Paint Recycling Event** – As you know, on Saturday 9/6/25, we hosted a free, drive-thru paint recycling event here at the Highway Department. Three of our five truck bays were utilized for this event, which turned out to be a very successful event with 2 tractor trailer trucks filled. See attached pictures.
- **Winter Prep** – Over the past month, we have been hauling sand and mixing salt. Our sand/salt barns are nearly full. Thru the next month, we will top-off the barns, begin to review our snowplows/wings, sanders and tire situations and get trucks serviced and prepared for the winter season.
- **New Equipment** – On 8/13/25, our new 2025 John Deere 5130 Roadside Mowing Tractor arrived. Chris has been getting used to this new tractor over the past month as this tractor is slightly smaller and lighter than our last mower. Our new 2026 Mack Truck cab/chassis is also complete and currently at Beam Mack Henreitta. This truck is scheduled for outfitting this coming winter, with delivery in Spring 2026. However, the truck cab/chassis will be sitting inside our barn soon awaiting this outfitting. Thank you for these purchases!
- **Personnel** – We are still advertising for a vacant position on the Village Hwy crew...if you know of anyone.  
Any questions, comments or concerns I will be glad to answer.



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

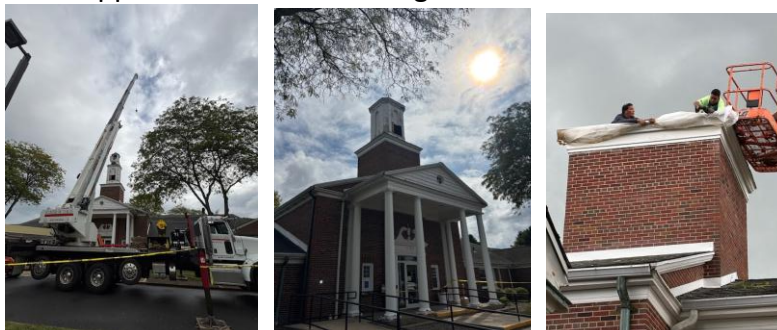
**1. Town Clerk's Monthly Financial Report:** The Supervisor has received the Town Clerk's Office monthly financial report for August.

**2. Town Clerk Report for September:** It is a crazy school tax, water/sewer, and hunting time! I will combine the September and October reports next month.

**Town Building and Grounds Committee:**

**– Councilmen Cook & DeRue and  
 Town Clerk Irene Unterborn**

**1. Building Update:** The rotted cupola was taken down on Tuesday, September 23<sup>rd</sup>, 2025. We have a proposal from HAAKS Home Improvements to remove, replace and fix gable on front main entrance. There will be approval asked for later agenda.



**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](http://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! We still have only had 4 members of the public step up so far. If you know of anyone that has ideas for what is needed in Palmyra, please have them contact the Town Clerk at 315-597-4890.

**2. CEO Report for August:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates for August 26<sup>th</sup>, 2025, through September 23<sup>rd</sup>, 2025.

**3. Minutes from Zoning Board Meeting from August 2025:** None from this month.

**4. Minutes from the Planning Board Meeting from August 2025:** None from this month.

The board asked the CEO if we had heard further about the big solar farm project in East Palmyra? He reported that yes they have submitted and updated applications and are working with our engineers. We will know more in the next few days whether there will be a public meeting about the project in October.

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

REPORT TO THE TOWN BOARD FROM THE ASSESSOR'S OFFICE  
SEPTEMBER 2025

We continue working through the property description reports that have been returned and updating files as needed.

Working on adding Building Permit Inventory

There were 16 August sales. 3 Village and 13 Town sales. There is one parcel split request.

The following are the sales/transfers for July

| <b>August 2025 Sales/Transfers</b> |             |               |           |                                            |                  |                 |
|------------------------------------|-------------|---------------|-----------|--------------------------------------------|------------------|-----------------|
| <b>MAP #</b>                       | <b>HS #</b> | <b>STREET</b> | <b>**</b> | <b>SALE \$</b>                             | <b>SALE DATE</b> | <b>TAV 2025</b> |
| 64111-11-562594                    | 204         | West Jackson  | **        | 0                                          | 8/4/2025         | 78,300          |
| 64111-12-725267                    | 226         | Fayette       |           | 250,000                                    | 8/15/2025        | 151,200         |
| 64111-07-695757                    | 145         | William       |           | 45,000                                     | 8/20/2025        | 68,500          |
| 64112-14-488278                    | 1981        | Maple         | **        | 0                                          | 8/6/2025         | 178,000         |
| 67112-00-204271                    | 5120        | Tellier       | **        | 180,000                                    | 8/1/2025         | 91,300          |
| 65111-00-058715                    | 4190        | Route 31      | **        | 0                                          | 8/1/2025         | 163,700         |
| 65111-00-436819                    | 3681        | N Creek       | **        | 0                                          | 8/13/2025        | 152,300         |
| 66113-00-487656                    | 000         | Lyon          |           | 79,700                                     | 8/20/2025        | 34,207          |
| 66113-00-510591                    | 000         | Lyon          |           | 172,075                                    | 8/20/2025        | 70,310          |
| 65112-00-795604                    | 2234        | Shilling      | **        | 0                                          | 8/6/2025         | 240,600         |
| 66111-14-255343                    | 4338        | Route 31      |           | 215,000                                    | 8/18/2025        | 142,200         |
| 66112-00-121751                    | 2360        | Harris        |           | 425,000                                    | 8/19/2025        | 258,900         |
| 64112-19-504179                    | 1907        | Maple         |           | 242,000                                    | 8/28/2025        | 170,900         |
| 65111-00-994389                    | 000         | Garnsey       |           | 300,000                                    | 8/21/2025        | 125,500         |
| 64111-19-679161                    | 3081        | Crestwood     |           | 193,000                                    | 8/18/2025        | 129,000         |
| 66112-00-877441                    | 4832        | Tellier       | **        | 100,000                                    | 8/28/2025        | 143,100         |
| TAV - Total Assessed Value         |             |               | **        | Indicates a Non Arm's Length sale/Transfer |                  |                 |

Please let me know if you have any questions.

Thank you, Paula Ruthven

**GENERAL INFORMATION** None for this evening.

### TOWN AGENDA ITEMS

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

Second: Jim Welch      Vote: 4 Ayes. Carried

**2. Decide: WCWSA Water and Sewer Collection:** Will Town Clerk's Office continue to Collect Water and Sewer for Wayne County Water and Sewer Authority? Todd Pipitone made the motion to vote on this topic, and Doug DeRue seconded, but after lengthy discussion, (including points made by the Town Clerk why we should keep collecting) the motion was rescinded and the topic was tabled until the October 23<sup>rd</sup>, 2025 meeting.

**3. Approve: Haaks Home Improvements – Deposit on Material:** Brad Cook made the motion to approve the deposit for material for repair of gable on front entrance of Town Hall, not to exceed \$2,850.00.

Second: Todd Pipitone      Vote: 4 Ayes. Carried

**4. Approve: Haaks Home Improvements – Scaffolding and Plank Rental:** Brad Cook the motion to approve the scaffolding and plank rental for repair of gable on front entrance of Town Hall, not to exceed \$2,200.00.

Second: Todd Pipitone      Vote: 4 Ayes. Carried

**5. Approve: Haaks Home Improvements – Labor:** Brad Cook made the motion to approve the labor for siding and aluminum work on front entrance of Town Hall, not to exceed \$2,850.00, after completion of work.

Second: Todd Pipitone      Vote: 4 Ayes. Carried

**6. Approve: Haaks Home Improvements – Scaffolding and Plank Removal:** Brad Cook made the motion to approve the scaffolding and plank set and removal at Town Hall, not to exceed \$1,700.00, to be paid after completion of work.

Second: Todd Pipitone      Vote: 4 Ayes. Carried

Mr. Cook added that all the above were approved in the 2025 budget.

**7 Approve: Tentative budget for 2026:** Todd Pipitone made the motion to approve the tentative budget for 2026, which will now become the preliminary budget. Seconded by Jim Welch.  
A roll call vote was requested.

|                             |     |
|-----------------------------|-----|
| Councilman James Welch      | Aye |
| Councilman Doug DeRue       | Aye |
| Councilman Todd J. Pipitone | Aye |
| Councilman Brad Cook        | Aye |
| Supervisor Gary Rose        | Aye |

Vote: 5 Ayes. Carried

A Public Hearing date was chosen for October 23rd, 2025, at the E Palmyra Fire Hall at 7 PM, (before the regular town board meeting), to discuss the Preliminary Budget. Also, a Special meeting will be held on November 6<sup>th</sup>, 2025, at 7:00 Pm at the Palmyra Town Hall.



**8. Approve: Fund Transfers and Adjustments:** Todd Pipitone made a motion to approve the following fund and budget adjustments as written:

Second: Doug DeRue      Vote: 4 Ayes. Carried

**General/DA Fund - Appropriation Adjustment**

| ACCOUNT#        | ACCOUNT TITLE        | INCREASE | DECREAS<br>E |
|-----------------|----------------------|----------|--------------|
| 51302.03.000.00 | Machinery- Equipment | 5,868.52 |              |
| 51322.01.000.00 | Garage- Equipment    |          | 5,868.52     |

**Budget  
Adjustments**

| ACCOUNT#        | ACCOUNT TITLE                                    | INCREASE  | DECREAS<br>E |
|-----------------|--------------------------------------------------|-----------|--------------|
| 10104.01.000.00 | Town Board-Contractual<br>Expenditure            | 462.74    |              |
| 19904.01.000    | Contingency                                      |           | 462.74       |
| 13574.01.000.00 | Board of Assessment<br>Review-Contractual        | 164.52    |              |
| 19904.01.000    | Contingency                                      |           | 164.52       |
| 40201.02.000.00 | Registrar of Vital Statistics<br>(Appropriation) | 250.00    | N/A          |
| 1603.02.000.00  | Vital Statistic Fees<br>(Revenue)                | 250.00    |              |
| 80104.02.000.00 | Zoning Board- Contractual<br>Expenditure         | 297.00    |              |
| 19904.02.000    | Contingency                                      |           | 297.00       |
| 51304.03.000.00 | Machinery- Equipment                             | 22,231.00 |              |
| 51302.03.000.00 | Machinery- Equipment                             |           | 22,231.00    |

**9. Approve: Authorization of Transfer of Funds:** Todd Pipitone made the motion to authorize the bookkeeper to transfer funds in the amount of \$14,988 from the Employee Benefit Reserve to General Fund for the payout of sick leave time for town employee who has retired in August 2025.

Second: Brad Cok      Vote: 4 Ayes. Carried

**10. Approve: Authorization of Transfer of Funds:** Jim Welch made the motion to authorize the bookkeeper to transfer funds in the amount of \$51,400.20 from DB Machine Reserve to General Fund appropriation account 51302.04.000.00 (Machinery-Equipment) towards the purchase of a Highway truck that was already approved.

Second: Todd Pipitone      Vote: 4 Ayes. Carried

### **MOTION TO APPROVE TOWN CLAIMS AND EXPENDITURES**

Todd Pipitone made the motion to approve the September 2025 Vouchers #2025-899 through #2025-1017, totaling \$ 459,145.43 as noted below:

Second: Brad Cok      Vote: 4 Ayes. Carried

| <b><u>Abstract Total of Vouchers Pre-Paid:</u></b> |                   | <b><u>Abstract Total of Vouchers Un-Paid:</u></b> |                     |
|----------------------------------------------------|-------------------|---------------------------------------------------|---------------------|
| GENERAL FUND                                       | \$1,726.73        | GENERAL FUND                                      | \$113,491.82        |
| PART TOWN                                          | 449.22            | PART TOWN                                         | 21,708.89           |
| <b>Total</b>                                       | <b>\$2,175.95</b> | DA HIGHWAY FUND                                   | 81,674.63           |
|                                                    |                   | DB HIGHWAY FUND                                   | 240,094.14          |
|                                                    |                   | <b>Total</b>                                      | <b>\$456,969.48</b> |

### **MOTION TO ADJOURN**

At 8:02 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 Meetings:**

#### **BUDGET WORKSHOPS & MEETINGS**

Tuesday September 30<sup>th</sup>, 2025 -  
6:30 PM Palmyra Town Hall  
**October 7<sup>th</sup>, 2025 is CANCELLED**

#### **REGULAR TOWN BOARD MEETING**

Thursday, October 23<sup>rd</sup>, 2025  
East Palmyra Fire Hall