

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
February 26th, 2026**

At 7:00 p.m., Supervisor Gary Rose called to order the regular Town Board meeting, scheduled for Thursday, February 26th, 2026, 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
Todd Pipitone, Councilman

Councilman Brad Cook was absent.

A motion was made by Jim Welch to approve minutes from the regular Town Board meeting on January 22nd, 2026.

Second: Doug DeRue Vote: 3 Ayes. Carried

ATTENDANCE

Also in attendance: Casey Carpenter (Wayne Times), Julie & Chuck Hartman, Michael Jaromin, and Mike Boesel (Highway Superintendent).

HEARING There was no official hearing this evening.

EMS BOARD REPRESENTATIVE

Mike Catalano, the Wayne County EMS Advisory Board representative, was unable to attend.

GUEST SPEAKER

No guest speaker in attendance this evening.

COMMUNICATIONS RECEIVED

No correspondence was received 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.*

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 February.

2. Old Palmyra Landfill Update: They have begun moving soil in (mud in this weather) and anticipate being done by the end of this week. Dependent on weather, they will begin spreading very soon.

3. Annual Internal audit for 2026: Annual town audits were completed by the following teams and will be approved later.

Justices – Doug DeRue & Todd Pipitone

Fiscal Officers –Brad Cook & Jim Welch

Town Clerk & Tax Collector – Gary Rose & Todd Pipitone

Pursuant to Section 2019-a of the Uniform Justice Court Act, a copy of the audit, along with excerpts of minutes showing the resolution accepting the audits will be sent to the Justice Court Internal Audit Services Unit.

Public Works: Highway Department, Equipment and Facilities:

-Councilman Jim Welch

1. Highway Department report for February:

**HIGHWAY SUPERINTENDENT REPORT
FOR TOWN BOARD MEETING
02/26/26**

Since the 1/22/26 Town Board meeting we have completed the following work:

- **Plowing/Sanding** – We've been busy this February with 46 trips out of the barn since the last Town Board meeting, bringing our winter season total up to 102 total trips out of the barn for the season. A comparison to this point of the past 5 winter seasons is below:

- February 2025 - 115 trips.
- February 2024 - 40 trips.
- February 2023 - 41 trips.
- February 2022 - 71 trips
- February 2021 – 66 trips.
- February 2020 – 78 trips.

Other miscellaneous items include:

- **Salt Orders** – So far since the last TB meeting we have ordered 780 tons of salt but only received 417 tons. Once we receive our remaining tonnage, we will have received 1567 tons of our 1300-ton allotment from Joint WC/OC Contract, or approximately 120% of our allotment. We have also received 650 tons of our 1300-ton allotment with OGS, or 50%. We have also hauled-in 29 loads of sand or approximately 486 tons.
- **Salt Shortage?** – The time from initial order to delivery of our road salt continues to worsen. I placed my current orders on 2/12/26, 2-weeks ago today! We are being told to contact American Rock directly if we are getting dangerously low on salt. Fortunately, the long-range forecast shows a warming trend into late next week. We are currently in decent shape with our material stockpiles for now, but not for filling the barn for next season.
- **Winter Challenges** – This winter has been a return to another busy and challenging season, as shown in our total trip count above. This month we experienced several lake effect snow events, lots of wind and blowing snow, extreme cold, mixed precipitation, water breaks in Village, freezing rain and black ice, and recently been operating a truck down and a man down (village crew). The guys have ran their trucks every day except for 7 days in February.
- **Fleet Maintenance** – Over the past 30 days of snow plowing we continue with general maintenance on the entire fleet after each plow run.
- **NYAOT Conference** – Last week, 2/15/26 thru 2/18/26, I attended the annual NY Association of Towns Annual Training Conference in NYC starting my second year as a member on the NYAOT Executive Committee. I also attended two-days of educational sessions.
- **Training** – On 1/27/26, the entire crew participated in free NYMIR webinar training regarding Harassment and Discrimination and Workplace Violence.
- **Personnel – Internship - Benjamin Serafin** – Today, we welcomed Benjamin Serafin for the start of his 2nd internship with us. Ben is currently a senior at Pal-Mac and is with us on Tuesday and Thursday mornings. The internship is through Wayne/Finger Lakes Boces Program.
- **Fuel Island Project** – Since the last TB meeting, the LaValley Brothers crew returned to re-install the Veeder Root Tank Monitoring System.

- **Truck Barn – Hose Bib Project** – Elliott Engineering has completed our application paperwork, is in the process of getting signatures and ultimately submitting to the NYS DOH for approval.
- **Village Budget** – It’s budget season in the Village and I believe the first budget workshop meeting is coming up Monday night. The Village Highway CSEA Union Contract is also set to expire on 5/31/26.

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

Councilman Welch mentioned that Mr. Boesel would be able to purchase and do installation for bib project but would not be able to do hookups without engineer approval. On a separate topic he also mentioned that 4 - 6 of the guys would prefer to get 2 pairs of coveralls, one to wear and one to wash. The consensus of the board would be to allow this if they decide to.

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 January.

2. Town Clerk Report for February:

TOWN CLERK OFFICE REPORT TO THE BOARD
FEBRUARY 2026

Through dog licensing in January, we sold 62 licenses totaling \$501.00, misc sales – FOIL requests, marriage licenses, hunting/fishing, vital record requests, zoning, ESCROW deposits, etc- added an additional \$3,452.38.

Total check disbursements for the month of January were \$3,953.38. With the town tax receipts, we have included a small mailer to remind the public that all dogs need to be licensed annually, which has already resulted in numerous “new dogs” being registered with us. We have been working on many FOIL requests over the past few weeks, as well as filling numerous requests for certified copies of marriage and death records now that you must have a real ID to travel. Because historically women change their name when married, they all must show a “path” from their maiden name to each married name!

I have just returned from the NY Association of Towns meeting which took place on February 14-18, 2026, and once again, came back with so much valuable information! These AOT meetings are essential to serving our Town, and much different than our Town Clerk Conference. This year I attended 10 different talks including panel discussions with the AOT lawyers, how to future proof your town hall, update for tax collectors, benefits of home rule (keeping power local and

controlling unfunded mandates where possible), municipal dog licensing/sheltering, required reporting for local governments, boosting grant success,

etc....even information on how to sign up for Amazon Business which will make our purchases much less expensive and delivery with Prime free! Also, I acted as delegate for the Town of Palmyra (and served on the state delegate audit committee) and voted at the business meeting. Every day I networked with state attorneys, people from the comptroller's office, vendors, and state officials. It's amazing what you learn by just chatting with people in a casual setting!

Thank you to Amanda and Heidi for keeping the office running smoothly while I was gone.

January and February have been steady with Town and County tax collection as well as tax inquiries. The Wayne County Treasurers website is still not working correctly, so many more are requesting last year's receipts before completing their income taxes. So far, since January 1, we have collected \$4,417,416.47 of the \$5,868,147.89. tax warrant, leaving just \$1,451,288.98 to be collected until the final deadline of March 31st. One half of the total warrant was received in the last week of January alone!! We are seeing an upswing of tax envelopes with a true Palmyra postmark in January, that we are receiving now!

3. Town Hall Property as Public Park: In order to pursue grants for use of the land on the Town Hall property, the land would have to be designated as a park (and used as one) by the town board if we decided to go that route. The clerk inquired with the Palmyra Community Center to see what kinds of space they needed.

Billy Campbell explained that the availability of space for everything is a problem for things like corn hole, pickle ball etc. once basketball and summer camps are in session.

The clerk also emailed a map to the board that was acquired from the assessor's office. It shows that the town hall and parking lot sits on 2.93 acres, and that the back lot totals 3.46 acres.

We will need to have more discussion to see where the board and community interests lie with that land.

As Mr. Rose was reporting on behalf of Councilman Cook, he would prefer that any conversation wait until he returns.

Town Building and Grounds Committee:

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

1. Building Update: Still waiting for good weather so the roof can be fixed. In the spring we will be calling for quotes on the fascia, etc. Spring can't come soon enough!

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

- Councilman Todd Pipitone

1. Comprehensive Plan: You can view the plan at www.palmyrany.com/comprehensive-plan . We have passed the Pro-Housing resolution which allows us to start looking for grants in 2026!

2. CEO Report for February: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates of compliance for January 20, 2026, through February 24, 2026.

3. Minutes from Zoning Board Meeting for February 12, 2026: Minutes were shared with the town board.

4. There are no Minutes from the Planning Board Meeting for February as it was cancelled.

5. Proposed Updates to LL #1-2021 Solar Energy Systems: CEO Sheridan has been in discussions with the Town Attorney as well as the Town Engineer to discuss updates and changes needed to the Local Law to keep up with the evolving solar energy business. There are packets that the CEO provided to the board so that it can be reviewed and discussed at the next meeting. We are hoping that these changes will be more in line with what our engineers and lawyers envision.

Government Operations: Assessor, Fire Protection Contracts, Youth & Aging, and Historians:

- Councilman Doug DeRue

1. Assessor's Report for February:

**Assessor's Office Report
February 2026**

We continue to receive in and process exemption renewals new exemptions, as always, the deadline for filing is March 1 of each year.

Breana has been making reminder calls to residents and that has been helping to get them all turned in.

Current Projects

- Updating property description reports and building permit inventory.

- 2026 Exemption Applications and Renewals have been mailed and are due back in the office no later than March 1, 2026, with all required supporting documentation.
- Submitted an early tentative Level Of Assessment percentage of 76 to the state.

January Sales Activity

- 12 total sales: 3 Village, 9 Town.
- Four parcel split/merge requests.

The following are the sales/transfers for January:

January 2026 Sales/Transfers						
MAP #	HS #	STREET	**	SALE \$	SALE DATE	TAV 2025
64111-10-313672	526	W Main	**	232,700	12/22/25	152,500
64111-12-786706	401	E Main	**	310,000	12/31/2025	150,000
64111-12-798705	415	E Main		74,000	1/7/2026	116,200
66110-06-421903	4502	Route 31	**	274,000	12/30/2025	246,600
67112-00-026418	4960	Tellier	**	0	1/5/2026	174,400
64111-07-602904	1683	Maple	**	0	1/7/2026	13,400
64110-00-696921	904	Canandaigua	**	280,000	1/29/2026	171,900
65112-00-958090	4105	N Creek	**	0	1/6/2026	217,900
67110-00-239979	5110	Route 31	**	0	1/29/2026	165,600
65113-00-444286	2809	Route 21	**	1	12/23/2025	238,100
65111-00-000931	1711	Walker	**	0	12/13/2025	288,100
66111-00-711278	000	Port Gibson		20,000	1/27/2026	15,200
TAV - Total Assessed Value			**	Indicates a Non-Arm's Length sale/Transfer		

Please let me know if you have any questions.
 Thank you,
 The Assessor's Office

GENERAL INFORMATION

None at this time.

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 January 2026.

Second: Doug DeRue Vote: Ayes. Carried

2. Approve: Standard Workday Resolution #6-2026: Standard Workday and Reporting Resolution for Appointed CEO Pat Sheridan: Todd Pipitone made the motion to approve Resolution #6-2026: Standard Workday and Reporting Resolution for Elected and Appointed Officials that do not keep time sheets. This resolution is specifically for CEO Patrick Sheridan, who has always been full-time, and whose job duties have not changed, but were reported incorrectly. After approval, this will be posted on the website, bulletin board, and at the Village Hall for 30 days.

Second: Doug DeRue Vote: 3 Ayes. Carried

3. Approve: Supervisor to Sign Letter Stating above is Correct: Todd Pipitone made the motion to allow the Supervisor to sign letter stating that the above Resolution #6-2026 and statement is correct.

Second: Jim Welch Vote: 3 Ayes. Carried

4. Approve: Town Clerk to attend Annual Town Clerk Conference: Todd Pipitone made the motion to approve the Town Clerk to attend the Annual Town Clerk Conference April 19th – 22nd, 2026, in Albany, not to exceed \$1,100.00. (This is a budgeted item)

Second: Doug DeRue Vote: 3 Ayes. Carried

5. Approve: Accept the Internal Audits for the Town of Palmyra: Todd Pipitone made the motion to accept the internal audits for the Town of Palmyra that were performed by members of the Town Board. The Chief Fiscal Officer / Bookkeeper Audits were performed by Councilman Cook & Welch, the Town and Village justice / courts were performed by Councilmen DeRue & Pipitone, and the Town Clerk and Tax Collector by Supervisor Rose & Councilman Pipitone.

6. Approve: Resignation of Planning Board Member James E. Hodock:

With regrets, Todd Pipitone made the motion to accept the resignation of Planning Board Member James H. Hodock, effective immediately.

Second: Doug DeRue

Vote: 3 Ayes. Carried

7. Approve: Purchase of Trailer for Highway Department:

Jim Welch made the motion to approve the purchase of a 40-ton trailer for the highway department, not to exceed \$42,959.00. This purchase was \$1,400.00 over budget because of the timing between obtaining a quote for budget and making the purchase. It is anticipated that the amount will be made up with the sale of surplus.

Second: Todd Pipitone

Vote: 3 Ayes. Carried

8. Approve: Purchase of Scissor Lift for Highway Department:

Jim Welch made the motion to approve the purchase of a scissor lift, from Admar, for the highway department, not to exceed \$5,000.00. This lift will help in finishing the ceiling in the highway barn, as well as other projects around the town.

Second: Doug DeRue

Vote: 3 Ayes. Carried

MOTION TO APPROVE TOWN CLAIMS AND EXPENDITURES

Todd Pipitone made the motion to approve the February 2026 Vouchers #2026-96 through #2026-247 totaling \$692,756.41 as noted below:

Second: Doug DeRue

Vote: 3 Ayes. Carried

The Supervisor asked that it be noted that this total included \$546,806.00 that was paid out to the fire districts and library.

<u>Abstract Total of Vouchers Pre-Paid:</u>	
GENERAL FUND	\$ 11,331.45
PART TOWN	\$ 1,098.27
DB HIGHWAY	\$ 0.00
Total	\$ 12,429.72

<u>Abstract Total of Vouchers Un-Paid:</u>	
GENERAL FUND	\$ 36,749.09
PART TOWN	\$ 13,686.35
DA HIGHWAY FUND	\$ 83,005.25
GARNSEY SHILLING WTR	\$ 80.00
TRUST CUSTODIAL	\$ 546,806.00
Total	\$ 680,326.69

MOTION TO ADJOURN

At 7:20 PM, Doug DeRue made the motion to adjourn the meeting.

Second: Jim Welch Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Palmyra Town Clerk

Next Meetings:
REGULAR TOWN BOARD MEETING
Thursday, March 26th, 2026
7:00 PM Palmyra Town Hall