

**TOWN OF PALMYRA  
ANNUAL ORGANIZATIONAL MEETING  
JANUARY 6<sup>th</sup>, 2026**

At 7:00 p.m., Supervisor Gary Rose called to order the Organizational Meeting, scheduled for Tuesday, January 6<sup>th</sup>, 2026, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

Supervisor Gary 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, Deputy Supervisor  
Doug DeRue, Councilman  
Todd Pipitone, Councilman  
Brad Cook, Councilman

**SPECIAL GUESTS**

Mike Catalano, EMS Advisory Board, was unable to attend this evening.

**ATTENDANCE**

Highway Superintendent Mike Boesel, and Michael Jerolomin (sp?) were also in attendance.

**SUPERVISOR APPOINTMENTS**

The following appointments were designated and announced by the Supervisor Gary Rose:

Deputy Supervisor	James T. Welch
Clerk to Supervisor	Rebecca Wetherby

**TOWN BOARD LIAISON APPOINTMENTS**

Supervisor Rose announced the following liaison appointments for 2026:

**Public Works – James Welch** - Highway Department, Highway Facilities and Equipment.

**Town Development - Todd Pipitone** - IT & Phones, Code Enforcement/Planning Board, Security and Strategic Comprehensive Plans.

**Government Operations - Doug DeRue** - Assessor, Youth & Aging, Fire Protection Contracts, and Historian.

**Human Services - Brad Cook** - Town Clerk, Archives, and Town Hall Facility.

**Supervision - Gary Rose** -Animal Control, Human Resources, Justices, and Finance.

**Town Hall Building and Grounds Committee** - Brad Cook, Doug DeRue, and Irene Unterborn.

**Codification Committee** - Todd Pipitone, Irene Unterborn, and Pat Sheridan.

**OTHER ACTION ITEMS:**

**1. Approve Staff Appointments:** Todd Pipitone made the motion to approve the below list of Town of Palmyra Staff Appointments for 2026, retroactive to January 1<sup>st</sup>, 2026, as budgeted and approved in the 2026 budget.

Second: Jim Welch

Vote: 4 Ayes. Carried

<u>TITLE</u>	<u>NAME</u>	<u>STATUS</u> **
Supervisor (4 yrs-thru December 31, 2027)	Gary Rose	FT
Town Clerk (4 yrs-thru December 31, 2027)	Irene Unterborn	FT
Deputy Supervisor:	James Welch	PT
Highway Superintendent (4 yrs-thru December 31, 2027)	Mike Boesel	FT
Budget Officer:	Gary Rose	PT
Town Historian:	Bonnie and Steve Hays	PT
Zoning Enforcement Officer & Building Inspector:	Patrick Sheridan	FT
Deputy Zoning Enforcement Officer & Building Inspector:	*****	PT
Clerk to Code Enforcement Officer	Julie Hartman	FT
Clerk to the Assessor	Breana Morrissey	FT
Animal Control Officer & Rabies Responder:	Tracy Brown	PT
Deputy Town Clerk:	Amanda Hill	FT
Part-time Clerk/Record Co-ordinator:	Heidi Schukraft	PT
Records Management Officer:	Irene E. Unterborn	FT
Clerk to the Supervisor:	Rebecca Wetherby	FT
Registrar (4 yrs-thru December 31, 2027)	Irene E. Unterborn	FT
Deputy Registrar:	Amanda Hill	FT
Deputy Highway Superintendent:	Jacob Hilton	FT
Bingo Inspector:	Pat Sheridan	As needed
Health Officer (4 yr-thru Dec 31, 2027):	Daniel Harris, MD	As needed
Court Clerk:	Theresa Ryan	PT
Bailiff	Contracted thru Village	
Appointed Assessor: (9/30/2031)	Paula Ruthven	PT
Clerk to Highway Superintendent:	Mary Beth Braman	PT
EMS Advisory Board Representative (12/31/2027)	Mike Catalano	As needed
Wayne County Fire Advisory Board (12/31/2027)	Warren Frederick	As needed
Special Counsel & Deputy Town Attorney	(David Hou) BSK, Attorneys at Law	As needed
Special Counsel	Gary Bowitch	As needed
Town Attorney	Paul Rubery	As needed

\*\* FT = Full-time PT= Part-time

**2. Approve Salaries:** Todd Pipitone made the motion to approve salaries for the Supervisor, Councilpersons, Town Clerk, Highway Superintendent, Justices, Full and Part-time Staff as budgeted and approved in the 2026 budget.

Second: Brad Cook

Vote: 4 Ayes. Carried

**3. Authorize Petty Cash Amounts:** Brad Cook made the motion to authorize the following petty cash in the Town Clerks Office, as written:

Second: Doug DeRue

Vote: 4 Ayes. Carried

Petty Cash funds - **\$200**

Town Clerk's Office Drawer - **\$100**

Tax Collector (School & Town/County) - **\$200**

**4. Designate Official Newspaper:** Todd Pipitone made the motion to designate the *Times of Wayne County* as the town's official newspaper for 2026.

Second: Jim Welch

Vote: 4 Ayes. Carried

**5. Designate Official Board Meeting Nights:** Todd Pipitone made the motion to designate the following dates as meeting nights for the Palmyra Town Board for 2026, as written:

Second: Doug DeRue

Vote: 4 Ayes. Carried

\*2nd Tuesday of month, at 7 p.m. - Workshop and/or business meeting— as needed

\*4th Thursday of month, at 7 p.m. - Regular business meeting at the Palmyra Town Hall with the following exceptions:

- Regular business meetings in April & October to be held in East Palmyra.
- November 2026 meeting will be on Tuesday November 24<sup>th</sup>
- December 2026 meeting will be on Tuesday, December 22<sup>nd</sup>

**6. Designate Official Depositories:** Todd Pipitone made the motion to designate Canandaigua National Bank and Community Bank, NA as the Official Town Depositories.

Second: Brad Cook

Vote: 4 Ayes. Carried

**7. Pre-payment of Specific Items:** Todd Pipitone made the motion to authorize the following items to be paid prior to the monthly board meetings: Utilities, Hospitalization, Payrolls, Postage, Disability Insurance, Social Security, Credit Cards, Pre-approved/budgeted training & schools, and Retirement.

Second: Doug DeRue

Vote: 4 Ayes. Carried

**8. Agreement to Spend Town Highway Funds-2026:** Jim Welch made the motion to approve the *Agreement to Spend Highway Funds* “pursuant to the provisions of section 284 of the Highway Law,...monies levied and collected for the repair and improvement of highways...” The sum totaling \$722,101.00 may be expended for general repairs upon 47.11 miles of town highway.

Second: Todd Pipitone

Vote: 4 Ayes. Carried

This will be **ATTACHMENT A.**

**Todd Pipitone made the motion to approve items #9 through 11 all at one time for 2026.**

Second: Brad Cook

Vote: 4 Ayes. Carried

**Todd Pipitone then made the motion to approve the actual following policies:**

- 9. **Resolution #1-2026:** Adopt Rules of Procedure for 2026
- 10. **Resolution #2-2026:** Approve Purchasing Policy and Procedures
- 11. **Resolution #3-2026:** Approve Investment Policy

Second: Jim Welch

Vote: 4 Ayes. Carried

Resolutions #1, #2, & 3-2026, will be **ATTACHMENTS B, C, & D.**

**12. Approve: Authorization for Check Signing:** Brad Cook made the motion to allow Gary Rose or James Welch to sign checks on behalf of the Town of Palmyra.

Second: Todd Pipitone

Vote : 4 Ayes. Carried

**13. Set Date for Audit of 2025 Town Financial Books:** Todd Pipitone made the motion to have two board members visit each of the Town Court Justice Office, the Town Clerk’s office, and the Supervisors office, and to obtain check list at January 22<sup>nd</sup> meeting, and present findings at the February 26<sup>th</sup>, 2026, meeting.

Second: Doug DeRue                      Vote: 4 Ayes. Carried

The following audit teams were established, and audit forms were supplied by the Town Clerk:

- Justices** – Councilman DeRue & Councilman Pipitone
- Fiscal Officers** – Councilman Cook & Councilman Welch
- Town Clerk & Tax Collector** – Supervisor Rose & Councilman Pipitone

**14. Establish Rate for Mileage Re-imbusement:** Todd Pipitone made the motion to approve the current mileage re-imbusement of \$0.725 cents per mile. (2026 IRS rate)

Second: Jim Welch                      Vote: 4 Ayes. Carried

**15. Appoint: Board Representative to Wayne County Cable TV Council:** Todd Pipitone made the motion to appoint Supervisor Gary Rose as representative to the Wayne County Cable TV Council.

Second: Jim Welch                      Vote: 4 Ayes. Carried

**16. Approve: Resolution #4-2026 Official Undertaking of Municipal Officers:** Todd Pipitone made the motion to approve Resolution #4-2026 Official Undertaking of Municipal Officers, as written.

Second: Doug DeRue                      Vote: 4 Ayes. Carried

**RESOLUTION #4-2026  
TOWN OF PALMYRA INSURANCE POLICY & OFFICIAL UNDERTAKING  
OF MUNICIPAL OFFICERS**

WHEREAS, Gary Rose, of the Town of Palmyra, County of Wayne, New York, has been elected to the Office of Supervisor of the Town of Palmyra, and

WHEREAS, Jim Welch, of the Town of Palmyra, County of Wayne, New York, has been appointed Deputy Supervisor of the Town of Palmyra, and

WHEREAS, Rebecca G. Wetherby, of the Town of Palmyra, County of Wayne, New York, has been appointed to the Office of Bookkeeper of the Town of Palmyra, and

WHEREAS, Irene E. Unterborn, of the Town of Palmyra, County of Wayne, New York, has been elected to the Office of Town Clerk of the Town of Palmyra, and

WHEREAS, Irene E. Unterborn, of the Town of Palmyra, County of Wayne, New York, has been appointed to the Office of Town Tax Collector of the Town of Palmyra, and

WHEREAS, Sherman Yates and Terry C. Rodman, of the Town of Palmyra, County of Wayne, New York, have been elected to the Office of Town Justice of the Town of Palmyra, and

WHEREAS, Theresa Ryan, of the Town of Palmyra, County of Wayne, New York, has been appointed to the Office of Court Clerk of the Town of Palmyra, and

WHEREAS, Tracy Brown, of the Town of Palmyra, County of Wayne, New York, has been appointed as Animal Control Officer and Rabies Responder for the Town of Palmyra, and

WHEREAS, Michael E. Boesel, of the Town of Palmyra, County of Wayne, New York, has been elected to the Office of Superintendent of Highways of the Town of Palmyra, and

NOW, THEREFORE, we, as respective officers, and appointees above, do hereby undertake with the Town of Palmyra that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer or appointee, in accordance with the law; and

This undertaking of the Town Supervisor (and Deputy Supervisor) is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor (and Deputy Supervisor); and

This undertaking of the Bookkeeper is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Bookkeeper; and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and

This undertaking of the Town Justices is further conditioned that they will well and truly keep, pay over and account for all moneys and property coming into their hands as such Town Justices; and

This undertaking of the Court Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Court Clerk; and

The Town does and shall maintain insurance coverage, presently with NYMIR Insurance Company for the Town Clerk, Supervisor and Book keeper (and those other employed at the town) to indemnify against losses through the failure of the officers, clerks and employees covered there under faithfully to perform their duties or to account properly for all moneys or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered there under.

Dated: January 6<sup>th</sup>, 2026

**17. Approve: Highway Superintendent Mike Boesel to Attend the NYSAOT meeting in February 2026:** Jim Welch made the motion to approve Highway Superintendent Boesel to attend the Association of Towns meeting in NYC February 15-18, 2026, not to exceed \$1,800.00, including travel, accommodation, registration and meals. This was not a budgeted item.

Second: Doug DeRue

Vote: 4 Ayes. Carried

**18. Approve: WWTP Purchase of Sludge Dryer:** Todd Pipitone made the motion to authorize the water authority to move forward with purchasing the sludge dryer, and authorize supervisor to sign said contract when available, pending the town attorneys’ approval. Doug DeRue seconded, and a roll call vote was requested.

Councilman Brad Cook	<b>NO</b>
Councilman Jim Welch	<b>NO</b> - <i>“not without a hosting fee.”</i>
Councilman Doug DeRue	<b>NO</b>
Councilman Todd Pipitone	<b>YES</b> - <i>“given the information we have at this point and we don’t have a crystal ball.”</i>
Supervisor Gary Rose	<b>NO</b>

Vote: 1 Ayes. 4 No. Not Carried.

**Before voting, the town board had a lengthy discussion on debt Service, operational logistics, and sludge. The following are notes from the meeting about the topics covered before the vote:**

**1. Financial Review & Debt Service**

- **Payback Period & Equipment Longevity:** A primary concern was raised regarding the 39-years for the dryer equipment to become profitable.
- Members noted that mechanical equipment is unlikely to last 30 years and will likely require replacement before the debt is fully retired.
- **Project Cap Adjustments:** The original project cap was set at \$110 million. There is a proposal to increase the cap to \$114 million. Engineering

projections from the MRB Group suggest the final project cost will likely land at \$112 million.

- **Impact of the WQIP Grant:** A \$10 million WQIP grant was secured unexpectedly during construction. MRB Group noted that because of this grant, the debt service per user will remain at or slightly lower than original projections, even if the overall project cap is increased to include the dryer.

## 2. Cost to Residents

- **Original Projected Cap:** \$520 per Equivalent Dwelling Unit (EDU).
- **Current Rate:** \$325 to the village residents, but they began paying much earlier, cost to the town residents that participate is currently about \$450.
- **New Estimated Rate (with Dryer):** Expected to jump to approximately \$480 plus an additional ~\$200 for operations is billed separately, which must be considered in the total impact on residents.

## 3. Operational Logistics & Efficiency

- **Manual Labor vs. Automation:** Without the dryer, sludge management is highly labor-intensive. Using the Ontario plant as an example, it takes 1.5 hours to fill a six-wheel dump truck. Transporting this to a landfill requires two trucks and two employees for a full day to keep the press running.
- **Operational Benefits:** Proponents argue the dryer would save money on labor and logistics. Currently, disposing of "wet" sludge requires multiple trucks and staff to haul waste to a landfill daily. A dryer would significantly reduce this volume. Marty (Water Authority) reported that the number of facilities accepting sludge is decreasing, which will likely drive disposal costs higher than the current projected \$160 per ton. That is approximately \$208,000.00 per year to dispose of sludge. Costs are currently \$115 per ton.

## 4. Environmental and Aesthetic Concerns

- **Environmental & Nuisance Issues:** The facility currently deals with odor complaints. While some believe the dryer might help, others argue that the smell is an inherent part of processing anaerobic sludge that has traveled for days through the system. Residents and local business owners have been complaining about the smell since its opening.
- **Landscaping:** It was noted that the facility is located wholly within the Village. Consequently, landscaping and code enforcement are Village responsibilities. Current understanding is that landscaping will not be addressed until the project is finalized.

## 5. Strategic Planning & Infrastructure

- **Existing Infrastructure:** It was highlighted that the building for the dryer has already been constructed. It currently serves no other purpose.
- **Financing Strategy:** A point of discussion was whether to approve the dryer now to lock in lower interest rates and roll the \$8 million cost into the original bond, rather than potentially adding it later at a higher cost.

## 6. Decisions

- Members remain torn on whether the \$10 million grant should be used to lower the residents' debt service as much as possible or used to offset the cost of adding the dryer to ensure long-term operational stability.

The board realizes that on one hand the dryer might be an inevitable necessity that should be financed now while rates are low; on the other hand, it increases the financial burden on residents for equipment with a questionable lifespan.

Basically, the discussion focused on high upfront costs versus long-term operational efficiency.

**19. Approve: Bookkeeper Purchase of Computer:** Brad Cook made a motion to approve the Bookkeeper to purchase a laptop and monitor, not to exceed \$1,300.00. This is a budgeted purchase.

Second: Doug DeRue

Vote: 4 Ayes. Carried

**20. Approve: Rate increase for Clerk to the Highway Superintendent:** Jim Welch made a motion to approve the hourly rate to increase for the current Clerk to the Highway Superintendent to \$21.00 per hour, and 20 hours per week.

Second: Todd Pipitone

Vote: 4 Ayes. Carried

## INFORMATIONAL ITEMS

**1. New List of Board Members and Meeting Dates:** (ATTACHMENT F)

These are all found in the [www.palmyrany.com](http://www.palmyrany.com) website.

**ADJOURN MEETING**

At 7:33 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Doug DeRue

Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn  
Town Clerk

**ATTACHMENT A:** AGREEMENT TO SPEND HIGHWAY FUNDS

**ATTACHMENT B:** RESOLUTION #1-2026 ADOPT RULES OF  
PROCEDURE FOR 2026

**ATTACHMENT C:** RESOLUTION #2-2026 APPROVE PURCHASING  
POLICY AND PROCEDURES

**ATTACHMENT D:** RESOLUTION #3-2026 APPROVE INVESTMENT  
POLICY

**ATTACHMENT E:** LIST OF BOARD MEMBERS AND MEETINGS

**JOINT HEARING AND REGULAR TOWN BOARD MEETING:**

**Thursday, January 22<sup>nd</sup>, 2026**

**7:00 P.M. at the Palmyra Town Hall**