

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
June 26th, 2025**

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

Councilman Brad Cook was absent.

Motion was made by Todd Pipitone to approve the minutes of the Special Town Board Meeting which took place on June 17th, 2025.

Second: Brad Cook Vote: 4 Ayes. Carried

ATTENDANCE

Also in attendance: Casey Carpenter (Times of Wayne County), Pat Sheridan (CEO), Mike Boesel (Highway Superintendent), and Julie & Chuck Hartman.

HEARING There was no official hearing this evening.

EMS BOARD REPRESENTATIVE

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

COMMUNICATIONS RECEIVED**1. Adam Breen: Email w pictures of neighbor's yard and drainage issue:**

Mr. Breen's email with photos was forwarded (**ATTACHMENT A**) to the board and code enforcement earlier this month regarding an issue with what he feels is junk in the neighbor's yard. Further, Mr. Breen has issues with drainage and those photos had also been forwarded not only to board and code, but also to the highway department.

Supervisor Rose spoke with Mike Boesel (Highway Superintendent) and Pat Sheridan (CEO), and as far as the drainage, one is a county highway, and one is a NYS DOT road, and neither of these falls into the jurisdiction of Palmyra.

As far as the complaint about the state of his neighbors yard, Mr. Sheridan can only investigate this further if Mr. Breen was to file a formal complaint, and none had been filed so far. Further discussion with the board ensued, and questions as to whether someone was "living" in the trailer, whether it should be treated as a one- or two-family structure, and what is the code definition of rubbish or debris.

Finally, Mr. Sheridan stated that our local law requires that a formal complaint be filed on our form before any further action can be taken.

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 May 2025 and was shared with the board members.

2. Old Palmyra Landfill Update: We have had the 2nd mandatory meeting with the engineers and construction companies and the bids will be opened on Friday June 27th, 2025, at 1 PM.

Public Works: Highway Department, Equipment and Facilities:

-Councilman James Welch

1. Highway Department report for June:

**HIGHWAY SUPERINTENDENT REPORT
FOR TOWN BOARD MEETING
6/26/25**

Since the 5/22/25 Town Board meeting we have completed the following work:

- Sign Maintenance – brush clearing work around signs in the Town
 - Brush Mowing – Guiderails on Jeffery and Hogback Hill Roads
 - Inter-municipal Assistance
- | | |
|------------|--|
| 6/3-6/5/25 | Pal Town/Village crews work together in Village milling/patching potholes |
| 6/6/25 | 3 Palmyra trucks assist T/Ontario with stone hauling assistance |
| 6/11/25 | Pal Town/Village crews work together in Town/Village milling/patching potholes |
| 6/11/25 | 1 Palmyra truck assisting T/Arcadia with hauling assistance |
| 6/12/25 | 2 Mac, 1 Mar, 1 Wal trucks, 1 Mac roller, assist stone/oil – Vault, Hyde, W.Foster |
| 6/12/25 | 2 Palmyra trucks assist T/Ontario with stone hauling assistance |
| 6/13/25 | 1 Palmyra truck assist T/Williamson with paving |
| 6/17/25 | 2 Palmyra trucks assist T/Macedon with stone/oil assistance |
| 6/25/25 | 3 Palmyra trucks assist WC Hwy with stone/oil assistance – Atlantic Ave |
| 6/25/25 | 1 Palmyra Bobcat/Mill/oper assist T/Macedon with milling – Cdga Rd RRXing |

Other miscellaneous items include:

- **Personnel** – On 5/27/25, Johnathan LaRock took his road test and passed his CDL Class B driver's test! He was very excited and relieved! We are proud of him and his efforts.
- **Training** – From June 1st-3rd, I attended our 78th Annual Highway School in Ithaca, NY with 750+ other highway officials from around NYS. Some of the sessions I attended were as follows: Public Works Contracts, Use of OGS Contracts, Right-of-Ways, Legal Panel, Use of PPE, Communicating w/the Traveling Public

- **Drainage Issues** – On 6/18/25, we received 1.5in of rain in less than 1-hour, and 1.64 for the storm duration. This caused widespread drainage issues around the Town. We spent the entire next day sweeping roads and cleaning up washouts. Garnsey, Walker and Omeal Roads required loader work to remove sediment debris. We are still working on cleaning out some ditches, culverts and shoulder repairs on Cambier and Walker Roads.
- **Cutting Shoulders** – This past month we cut shoulders on Rt.1 (Hanagan, Leroy, Cole, Parker, Jeffery). Every so often this is required as sand builds-up along our road edges from winter plowing and blocks storm runoff from getting into the roadside drainage system. We intend to continue cutting shoulders around the Town.
- **Stone & Oil Projects** – Earlier in May, we recycled Vault Road. On 6/12/25, we stone/oiled Vault Road and assisted in the Village on W.Foster Street and Hyde Parkway. On 6/17/25, Haak Rd was also completed. Later this summer we are also hoping to complete Hogback Hill Rd, Leroy, Hanagan and Cole Roads.
- **Garbage Dumping** – We continue to have a rash of garbage dumping issue this Spring. Large deposits were left for us on South Townline Road (5/27), Hogback Hill Rd paddle boat (6/3) and Jagger Rd (6/5).
- **Fuel Island Project** – On 6/13/25, Jake and I attended a Pre-Construction Meeting for the Fuel Island upgrades. Pal-Mac CSD bid this project out last year and LaValley Brothers won the bid. The project will begin in late August and should be completed in 4-6 weeks. 2 Temporary fueling tanks will be provided while the 30-year old facility gets an update. New tanks, new pumps, new concrete pad, new canopy lighting are all intended.
- **SAM Grant** – In the past month, all the paperwork for the SAM Grant has been finalized to help pay for the heated highway barn project. In mid-June, DASNY reimbursed us the \$75k grant for the project.

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

Mr. Boesel told the board that they would be resurfacing Maple Ave after the 4th of July weekend.

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

Absent - **Councilman Bradley Cook**

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

2. Town Clerk Report for June: The June & July reports will be combined.

Town Building and Grounds Committee:

– Councilmen Cook & DeRue and Town Clerk Irene Unterborn

1. Building Update: The cupola will be painted on the 4th of July weekend. This is under warranty so will be not charge to the town.

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

- Councilman Todd Pipitone

1. Comprehensive Plan: The approved version is available online at www.palmyrany.com/comprehensive-plan

2. CEO Report for June: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates for May 20, 2025 through June 16, 2025.

3. Minutes from Zoning Board Meeting of June 12th, 2025: Were shared with the board.

4. Minutes from the Planning Board Meeting on June 9th, 2025: Were shared with the board.

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

- Councilman Doug DeRue

1. Assessor's Report for June:

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

Our Final Roll was submitted to the County on 6/13/2025

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

I will be attending the 2025 Cornell Seminar for Professional Development for Assessors July 13th – 17th

There were 17 April sales. 7 Village and 10 Town sales. There are no parcel split requests.

The following are the sales/transfers for May

May 2025 Sales/Transfers						
MAP #	HS #	STREET	**	SALE \$	SALE DATE	TAV 2025
64111-07-631914	1688	Maple		149,900	5/1/2025	111,800
65113-00-508712	000	Route 21 N	**	15,000	5/19/2025	24,800
64110-00-485946	942	Archie Parrott	**	0	5/19/2025	190,600
65112-00-163006	1762	Route 21 N		243,000	5/20/2025	133,000
64113-00-530984	2950	Sherwood		250,000	5/21/2025	187,600
65113-00-466528	000	Rt 21 N	**	33,500	5/23/2025	17,200
64112-19-609054	3024	Betty Brae	**	0	5/28/2025	146,700
66111-00-478812	000	Hogback Hill	**	0	5/30/2025	175,600
66110-00-732939	000	Floodman	**	27,500	5/30/2025	21,500
66110-00-705995	932	Floodman	**	522,500	5/30/2025	299,700
64111-10-361639	106	Hyde Parkway		270,000	5/2/2025	173,500
64111-16-767449	317	E Foster	**	0	5/6/2025	144,300
64111-10-472645	138	Tremont		255,000	5/19/2025	175,500
64111-12-907657	110	Throop		189,000	5/16/2025	175,500
64111-11-573529	260	Birdsall		230,000	5/20/2025	162,600
64111-12-765595	320	Prospect		180,000	5/28/2025	121,600
64111-14-389458	447	Stafford	**	0	5/22/2025	88,000
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

2. Board of Assessment Review Notes: The Board of Assessment Review held hearings on May 27th, 2025 from 3:00PM – 8:00 PM. One change was made by the assessor before that day, two properties submitted paperwork to the BAR, and one stood before the board.

Codification Committee:

Todd Pipitone, Irene Unterborn, and Pat Sheridan

1. Proposal for Codification: No update at this time.

GENERAL INFORMATION None currently.

TOWN AGENDA ITEMS

1. Approve: All Town Reports for May: 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 May 2025.

Second: Doug DeRue Vote: 4 Ayes. Carried

2. Approve: Hiring of Clerk to Supervisor: Todd Pipitone made the motion to approve a full time Clerk to the Supervisor, Rebecca Wetherby, beginning July 10th, 2025. This was seconded by Todd Pipitone and a roll call vote was requested.

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

Vote: 4 Ayes. Carried

3. Approve: Assessor to attend Training: Doug DeRue made the motion to approve the Assessor to attend Cornell Professional Development training, July 13th-17th, 2025 in Ithaca NY, not to exceed \$1,450.00, including courses, hotel, food, and mileage. This is a budgeted training.

Second: Todd Pipitone Vote: 4 Ayes. Carried

4. Approve: Standard Workday Resolution #19-2025: Standard Workday and Reporting Resolution for Elected and Appointed Officials: Todd Pipitone made the motion to rescind Standard Workday Resolution #11-2025 and replace it with Standard Workday Resolution #19-2025: Standard Workday and Reporting Resolution for Elected and Appointed Officials that do not keep time sheets.

This will be posted on the website, bulletin board, and at the Village Hall for 30 days.

Second: Jim Welch Vote: 4 Ayes. Carried

(There was a .67 error on the hours that needed to be fixed for two employees)

5. Approve: Upgrade to an Ethernet Switch: Todd Pipitone made the motion to approve an upgrade of an ethernet switch by Integrated Systems, not to exceed \$1,900.00. This was not a budgeted item but is necessary to keep us “connected” to the server and internet. This will require a fund transfer at the next meeting.

Second: Jim Welch

Vote: 4 Ayes. Carried

MOTION TO APPROVE TOWN CLAIMS AND EXPENDITURES

Todd Pipitone made the motion to approve the June 2025 Vouchers #2025-573 through #2025-685, totaling \$175,792.16 as noted below:

Second: Doug DeRue

Vote: 4 Ayes. Carried

Abstract Total of Vouchers Pre-Paid:

GENERAL FUND	\$ 7,825.27
PART TOWN	\$ 585.88
DA HIGHWAY	\$ 476.09
Total	\$ 8,887.24

Abstract Total of Vouchers Un-Paid:

GENERAL FUND	\$ 16,687.62
PART TOWN	\$ 15,616.87
DA HIGHWAY FUND	\$ 8,818.13
DB HIGHWAY	\$ 102,528.18
NORTH SEWER	\$ 14,863.53
STAFFORD RD SEWER	\$ 6,535.59
SOUTHWEST SEWER	\$ 6,535.59
Total	\$ 166,904.92

MOTION TO ADJOURN

At 7:25 PM, Doug DeRue made the motion to adjourn the meeting.

Second: Todd Pipitone

Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Palmyra Town Clerk

Next Meetings:
Special TOWN BOARD MEETING
Tuesday July 8th, 2025
Palmyra Town Hall

Next Meetings:
REGULAR TOWN BOARD MEETING
Thursday, July 24th, 2025
Palmyra Town Hall