

**PUBLIC HEARING & REGULAR MEETINGS OF THE TOWN BOARD
EAST PALMYRA FIRE HALL
OCTOBER 23RD, 2025**

LEGAL NOTICE

The following is the legal notice that had been printed in the Town's official newspaper, *The Times of Wayne County*, posted on the town's website, and posted on the Town Hall's bulletin board before the hearing, in accordance with law. It was also included in all agendas.

**LEGAL NOTICE
TOWN OF PALMYRA
NOTICE OF PUBLIC HEARING and TOWN BOARD MEETINGS**

UPON PRELIMINARY BUDGET FOR CALENDAR YEAR 2026

NOTICE IS HEREBY GIVEN, that the Preliminary Budget of the Town of Palmyra for the fiscal year beginning January 2026 has been completed and filed in the Office of the Town Clerk, Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York, where it is available for inspection by any interested person during normal business hours.

FURTHER NOTICE IS HEREBY GIVEN, that the Town Board of the Town of Palmyra will meet and review said preliminary budget and hold a Public Hearing (and Town Board Meeting) thereon at East Palmyra Fire Hall, 2145 Tellier Rd. Palmyra, NY, at 7:00 PM on the 23rd day of October 2025. At this hearing any person may be heard in favor of or against the Preliminary Budget as compiled, or for or against any item or items therein contained. The regular town board meeting will immediately follow the hearing.

Pursuant to section 108 of the Town Law, the proposed salaries of the following Town Officers are hereby specified as follows:

Town Supervisor	\$ 40,000
Town Justices (2)	\$ 34,967
Town Councilpersons (4)	\$ 21,617
Town Clerk	\$ 61,179
Superintendent of Highways	\$ 92,740

FURTHER NOTICE IS HEREBY GIVEN, that the Town Board of the Town of Palmyra will have a Special Meeting at the Palmyra Town Hall, 1180 Canandaigua Rd. Palmyra, NY, at 7:00 PM on the 6th day of November 2025. At this special meeting, the town board will vote on the proposed budget.

*Dated: September 26, 2025
By Order of the Town Board*

Irene E. Unterborn, Palmyra Town Clerk

HEARING

At 7:00 p.m., Supervisor Gary Rose called to order the public hearing and regular town meeting, scheduled for Thursday, October 23rd, 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
Brad Cook, Councilman
Todd Pipitone, Councilman

ATTENDANCE

Also in attendance: Casey Carpenter (Times of Wayne County), Jeanne Garlock, Chuck & Julie Hartman, Mike Boesel (Highway Superintendent), Amanda Hill (Deputy Town Clerk), Joan & Lloyd Knapp, and Don Wilkins.

OPEN PUBLIC HEARING

At 7:01 p.m., Todd Pipitone made the motion to open the public hearing, to hear comments regarding the 2026 Preliminary Budget.

Second: Doug DeRue

Vote: 5 Ayes. Carried

Supervisor Rose asked those in attendance three times if there were any questions or comments. Mr. Wilkins of East Palmyra asked how much the budget went up. He was told it went up \$0.08 cents per thousand.

CLOSE PUBLIC HEARING

At 7:03 PM, as there were no further questions, Todd Pipitone made the motion to close the hearing.

Second: Jim Welch

Vote: 5 Ayes. Carried

REGULAR TOWN BOARD MEETING

Todd Pipitone made the motion to approve minutes from the Regular Town Board meeting on September 25th, and the workshop on September 30th, 2025.

Second: Doug DeRue Vote: 4 Ayes. Carried

EMS BOARD REPRESENTATIVE

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

COMMUNICATIONS RECEIVED

An email was received from a resident of N. Creek Rd that wanted to address certain properties that are in disrepair as well as some facing code violations. Supervisor Rose assured the residents that the Code Enforcement Officer, as well as the Town Board, are very aware of these issues. Mr. Rose also apologized that rectifying this is going to take longer than anyone desires.... that being said, it was also explained that this situation has the potential to become litigation, so they are unable to speak about it at a public meeting.

PUBLIC INPUT None from this evening.

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

**If you are attending a Town Board Meeting and 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 September 2025.

2. Old Landfill Update: They have been working diligently at the site, and trucks have been up there hauling away wood chips etc. We should see them hauling in clay next week.

Public Works: Highway Department, Equipment and Facilities:**-Councilman James Welch****1. Highway Department Report for October:**

**HIGHWAY SUPERINTENDENT REPORT
FOR TOWN BOARD MEETING
10/23/25**

Since the 9/25/25 Town Board meeting we have completed the following work:

- Treework – roadside cleanup from miscellaneous wind events
- Brushmowing – Walker, Parker, Leroy, and Hanagan Roads
- Hauling – hauling and mixing sand/salt, hauling from lower lot
- Inter-municipal Assistance
 - 10/16/25 2 Palmyra trucks assist WC Hwy with milling assistance – Canandaigua Rd
 - 10/17/25 2 Palmyra trucks assist WC Hwy with paving assistance – Canandaigua Rd

Other miscellaneous items include:

- **Winter Prep** – Over the past few weeks, we have been servicing trucks, reviewing sanders and starting to install plow frames on various trucks. By the end of October (next week), we intend to have 1 Town and 1 Village trucks completely outfitted. We will continue to prep more trucks in the coming weeks. The sand/salt barn is full and yesterday I ordered 250 tons of salt, which will completely fill our salt barn.
- **Roadside mowing** – Our roadside mowing program will be coming to an end soon. Chris Bratt continues to do an excellent job, and we intend to have him back for another season next Spring. We intend to continue brush mowing through this Fall once our trucks are completely setup for winter.
- **Training** – On 9/23-26/25 - I attended our 96th Annual Fall Highway Conference and Education Symposium held at the Niagara Falls Convention Center.
- **Fuel Island Project** – On 8/28/25, LaValley Brothers setup the temporary fuel island. There was no work in September. On 10/1/25, Klug Crane hoisted out the old and set the new tanks. LaValley Brothers then started concrete (and rebar) removal around the island, including removing the outer layer of concrete on the old tanks in order to haul the interior steel tanks away. On 10/14/25, I attended a meeting with Watchdog at the PMMS, during which the need to also upgrade the old corroded underground conduit. On 10/16/25, some soil contamination was found around the area of the 2 diesel pumps, which was expected for a 30-yr facility. Over the past week, the LaValley crew has worked with the NYS

DEC regarding removal of this soil. Yesterday, they got the approval from NYS DEC to resume excavation and grading around the fuel island pad and will soon start replacing old, corroded conduit lines and schedule the concrete pour around the island.

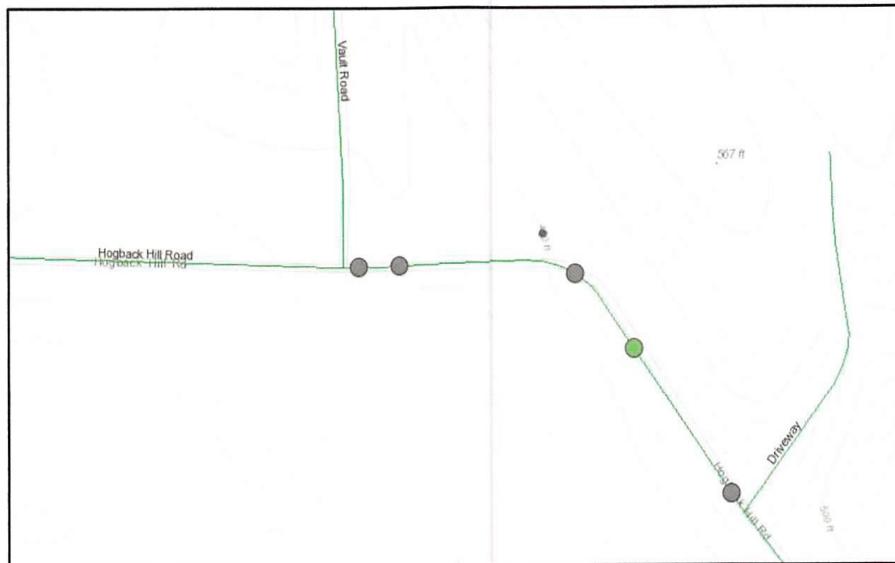
- **Hogback Hill Curve Evaluation** – Over the summer the Town received a request to consider installing guiderail in front of House 4297. Since then, WC Hwy and WC Sheriffs have been consulted with to understand existing traffic counts, speed and crash history. A 10-year accident lookback was performed and 5 crashes were found. Of the 5 crashes, 1 is shown within the curve itself. (see attachment). Flashing advance warning signs was a suggestion in lieu of guardrail for the Town to consider.
- **New Equipment** – On 10/15/25, Our new 2026 Mack Truck cab/chassis was delivered to Palmyra Highway. 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** – The Village recently awarded the vacant highway position. I'm excited to share that Austin Exton will be starting work on Monday 10/27/25.

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

Mr. Boesel reported on the studies that were done by the WC Sheriff's Office, as well as WC Highway Department, with regard to a guardrail that was requested for a curve on Hogback Hill Rd. After much board discussion, and after reviewing the above study (as well as other data), it was decided that a guardrail, and/or chevron signs, were not warranted since there was only one accident there in 10 years.

Councilman Welch also asked that the topic of "comp" and "flex time" be added to the next agenda.

Hogback Hill Road Curve

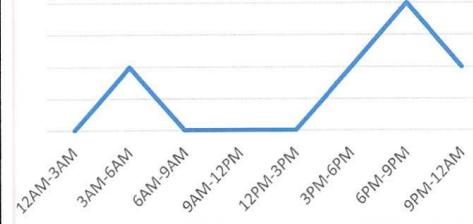


Crash data was pulled for the last 10 years (01/01/2015 – 12/31/2024) at the specified section of Hogback Hill Road. During that timeframe, there were 5 crashes. The severity listed for all crashes was property damage, with the exception of one crash that resulted in injury. The injury crash resulted in two injuries and the contributing factors listed were unsafe speed and unsafe lane change. Of the property damage crashes, two were due to animals actions, one was due to alcohol involvement, and another was due to slippery pavement and unsafe speed. All crashes took place on the weekend with two happening on Fridays, two on Saturdays and one on a Sunday. Most of the crashes occurred during the evening between 4PM and 7PM.

Hogback Hill Crashes (2015-2024)
Day of Week



Hogback Hill Crashes (2015-2024)
Time of Day





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 September.

2. Town Clerk Report for September & October:

**Town Clerk's Office Report
For September & October 2025**

September was as usual, very busy with hunting & fishing licenses, and school taxes! By the end of September, we had collected \$18,176,587.18 of the \$19,938,318.45 total warrant. Approximately \$11,000,000.00 of payments from the larger mortgage brokers, mail, and public were received in the last week of September! Amanda H. & Heidi S. did a fantastic job helping the *hundreds* of people that came in at that time, and keeping up with opening mail, and then sending out the tax receipts after I had entered the payments in those last penalty free days.

In between all of that were budget workshops, and the end of September was also the last days for DMP's ("Doe" permits) and water payments! I am anticipating having the office open at 8:00 AM- 10:00 AM on Saturday, November 1st, so our local hunters will have the opportunity to purchase the "first come first serve" second round of DMP's.

Amanda and I attended a Municipal Clerk Meeting with Senator Pam Helming. We were able to ask questions regarding the "Protect Act" (Gives judges the authority to detain defendants deemed a danger to the community before trial), discussed the all-electric unfunded mandates, and more public safety issues. I was able to also inquire about grant funding.

We have continued to pursue past due dog owners, which has not only alerted us to dogs that are no longer here but has reminded owners that they need to pay their licensing fees. In August we sold 60 licenses totaling \$468.00, misc sales, including marriages licenses, hunting/fishing, EZ Passes, vital record requests, Bingo proceeds, Zoning etc – added an additional \$6,229.05. Total check disbursements for the month of August totaled \$6,697.05. In September we sold 69 licenses totaling \$566.00, misc sales, including marriages licenses, hunting/fishing, EZ Passes vital record requests, Bingo proceeds, Zoning etc – added an additional \$9,226.19. Total check disbursements for the month of September totaled \$9,792.19.

So far, October has kept this office busy playing catch up with the many other things we take care of on a regular basis, licensing, numerous legal notices, resolutions, FOIL requests, local laws, etc. and further collection of taxes.

Town Building and Grounds Committee:

-Councilmen Cook & DeRue and Town Clerk Irene Unterborn

1. Building Update: Two additional outdoor cameras have been installed, and the rotted cupola has been removed. Materials have been ordered to finish the fascia in front, and a replacement door for the assessor's office is being worked on.

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

1. Comprehensive Plan: The Town Clerk & Deputy attended a meeting with Pam Helming and asked about upcoming grant opportunities. Her assistant provided a helpful guide for use next year! The town clerk spoke with Matt Horn from MRB, and he is willing to have a quick meeting before the November 25th, 2025, meeting to discuss priorities (ie Pro-housing first? Climate initiative grants? What is necessary, and what is not). Two board members, along with the town clerk will meet at 6 PM with Mr. Horn.

2. CEO Report for October: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates for September 23rd, 2025, through October 21st, 2025.

3. Minutes from Zoning Board Meeting on October 8, 2025: Were shared with the board and are available in the town clerk's office.

4. Minutes from the Planning Board Meeting on October 14th, 2025: Were shared with the board and are available in the town clerk's office.

Government Operations: Assessor, Fire Protection Contracts, Youth & Aging, and Historians: - Councilman Doug DeRue

1. Assessor's Report for October:

**REPORT TO THE TOWN BOARD FROM THE ASSESSOR'S OFFICE
OCTOBER 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 12 September sales. 6 Village and 6 Town sales. There are no parcel split/merge requests.

The following are the sales/transfers for September:

September 2025 Sales/Transfers						
MAP #	HS #	STREET	**	SALE \$	SALE DATE	TAV 2025
64111-12-834640	388	Prospect Dr		205,000		146,700
64111-11-561611	205	W Jackson		190,000		163,400
64111-10-404510	233	Stafford	**	200,000		151,300
64111-10-362501	146	Hyde		130,000		104,800
64111-12-823660	381	Prospect	**	127,000		94,400
64111-12-799675	416	E Main	**	0		484,900
65112-00-129833	3405	Jeffery	**	0		703,500
66111-00-685714	1527	Port Gibson		265,000		161,800
64111-16-875328	1209	Johnson		200,000		123,700
66111-00-031918	4165	Hogback Hill		220,000		134,800
65112-00-246694	2311	Route 21		600,000/2		327,600
65112-00-244729	000	Jeffery		600,000/2		23,400
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

Codification Committee:

Todd Pipitone, Irene Unterborn, and Pat Sheridan

1. Proposal for Codification: No update, but this was added to the Preliminary budget, and we are planning to move forward!

GENERAL INFORMATION

Trick or Treat on Main St & Haunted Library is Saturday October 25th, 2025 from 2-4 PM (from the four Churches to the Flagpole), and the **Halloween Costume School Parade** (hosted by Lions Club & the Community Center) is on Wednesday October 29th at 6:30 PM, at the Pal-Mac Middle School. If you are handing out candy on Saturday, please arrive by 1:45 pm.

TOWN AGENDA ITEMS

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

Second: Brad Cook Vote: 4 Ayes. Carried

2. Approve: Surplus Items for Disposal: Todd Pipitone made the motion to approve the following no longer useful items as surplus for disposal: 3 HP Printers, approximately 15 old phones, 1 keyboard, 1 file holder, 1 side table, 2 velvet chairs, 2 Air Conditioners, and 2 office chairs.

Second: Jim Welch Vote: 4 Ayes. Carried

3. Approve: Intermunicipal Agreement for Administration, Maintenance, and Repair of Village Highway System: Jim Welch made the motion to approve the Supervisor to sign the Intermunicipal Agreement with the Village of Palmyra for Administration, Maintenance, and Repair of Village Highway System.

Second: Todd Pipitone Vote: 4 Ayes. Carried

4. Approve: Memorandum of Agreement between the Town of Palmyra and the Village of Palmyra for a Court Clerk: Todd Pipitone made the motion to approve the Supervisor to sign the Memorandum of Agreement between the Town of Palmyra and the Village of Palmyra for a Court Clerk.

Second: Doug DeRue Vote: 4 Ayes. Carried

5. Approve: Memorandum of Agreement between the Town of Palmyra and the Village of Palmyra Regarding Court Security Services: Todd Pipitone made the motion to approve the Supervisor to sign the Memorandum of Agreement between the Town of Palmyra and the Village of Palmyra regarding court security services.

Second: Brad Cook Vote: 4 Ayes. Carried

6. Approve: RESOLUTION #22-2025: Amending Resolution #9-2025**Authorizing The Assessor for The Town Of Palmyra To Perform And**

Undertake A Reassessment Update: Doug DeRue made the motion to approve Resolution #22-2025: Amending Resolution #9-2025 which authorized the Assessor for the Town of Palmyra to perform and undertake a reassessment update in 2026, which will now take place in 2027, as written:

Second: Jim Welch Vote: 4 Ayes. Carried

**RESOLUTION #22-2025: AMENDING RESOLUTION #9-2025 AUTHORIZING
THE ASSESSOR FOR THE TOWN OF PALMYRA TO
PERFORM AND UNDERTAKE A 2026 REASSESSMENT UPDATE**

WHEREAS, Section 305 of the New York State Real Property Tax Law mandates uniform and equitable assessments; and

WHEREAS, the last town-wide reassessment of our real property took place in 2022, and

WHEREAS, the Town Board is convinced that a reassessment is necessary to comply with Section 305 of the New York State Real Property Tax Law, and

WHEREAS, after discussion with NYS Office of Real Property Tax Services Agency, and the Town Assessor, the board has decided that additional time is needed to prepare and verify data to ensure a sound project that reflects accurate assessments in the Town.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of Palmyra, New York as follows:

SECTION 1.

That the Assessor of the Town of Palmyra is hereby authorized to undertake and implement the revaluation/ update for the 2027 Assessment Roll, instead of for the 2026 Assessment Roll, as originally approved on February 27th, 2025.

SECTION 2.

That the Town Board does hereby agree, in conjunction with the New York State Office of Real Property Tax Services Agency, to support the Town's Assessment Staff in this reassessment. This resolution shall take effect immediately.

By Order of the Town Board at a Meeting on October 23rd, 2025

7. Approve: Approve Supervisor to Sign Contract with the Humane Society of Wayne County: Todd Pipitone made the motion to approve the Supervisor to sign a one-year contract with the Humane Society of Wayne County, commencing on January 1st, 2026. The contract prices will remain the same as the previous contract:

Second: Brad Cook Vote: 4 Ayes. Carried

MOTION TO APPROVE TOWN CLAIMS AND EXPENDITURES

Todd Pipitone made the motion to approve the October 2025 Vouchers #2025-1018 through #2025- 1124, totaling \$ 352,343.05, as noted below:

Second: Brad Cook Vote: 4 Ayes. Carried

Abstract Total of Vouchers Pre-Paid:

GENERAL FUND	\$	672.75
PART TOWN	\$	454.76
DA HIGHWAY	\$	170.45
Total	\$	1,297.96

Abstract Total of Vouchers Un-Paid:

GENERAL FUND	\$	296,657.02
PART TOWN	\$	5,664.41
DA HIGHWAY	\$	12,725.00
DB HIGHWAY	\$	35,998.66
Total	\$	351,045.09

MOTION TO ADJOURN

At 7:26 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Doug DeRue Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Palmyra Town Clerk

Next Meetings:

SPECIAL TOWN BOARD MEETING
Thursday, November 6, 2025, 7:00 PM
Palmyra Town Hall

REGULAR TOWN BOARD MEETING
TUESDAY, November 25, 2025,
7:00 PM Palmyra Town Hall

REGULAR TOWN BOARD MEETING
TUESDAY, December 23, 2025,
7:00 PM Palmyra Town Hall