

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
June 25th, 2026**

At 7:00 p.m., Supervisor Gary Rose called to order the regular Town Board meeting, scheduled for Thursday, June 25th, 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
Brad Cook, Councilman
Todd Pipitone, Councilman

A motion was made by Todd Pipitone to approve minutes from the hearing and regular Town Board meeting on May 28th, 2026.

Second: Jim Welch Vote: 4 Ayes. Carried

ATTENDANCE

Also in attendance: Casey Carpenter (Wayne Times), Pat Sheridan (CEO), Chuck & Julie Hartman, Robin Knorr, Gigit a& John Graham, Linda Valley, Mary Ann Smith-Williams, Kammy Catchman, Tracy Vanderwall, Jeff Vanderwege, Ronnie Leo (Village Board), 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.

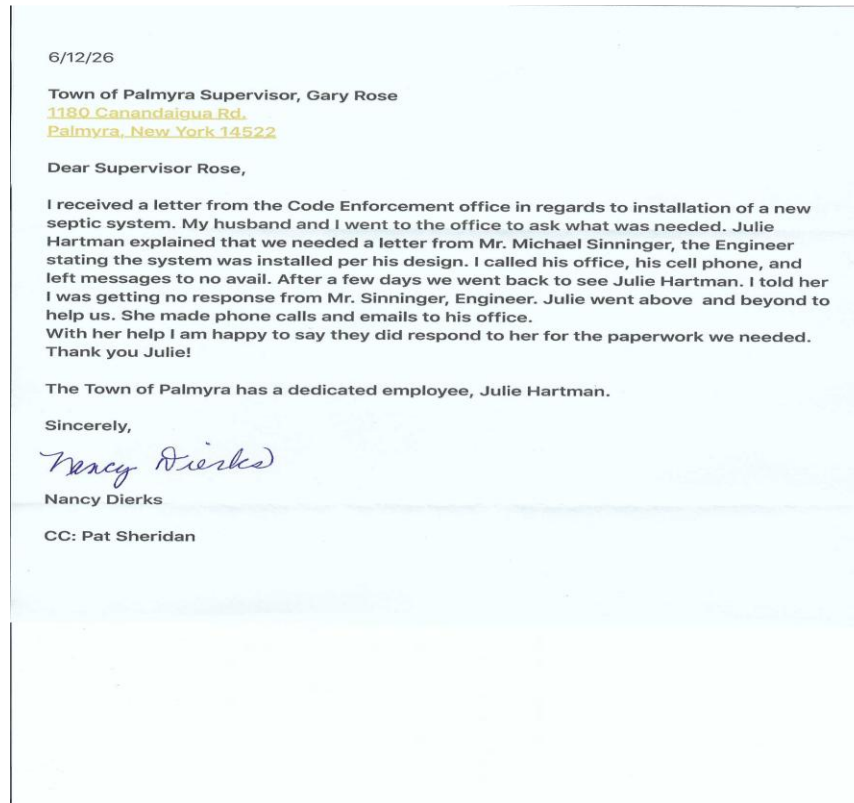
GUEST SPEAKER

No guest speaker in attendance this evening.

COMMUNICATIONS RECEIVED

The supervisor asked the town clerk to read the following communications:

Letter received June 13th, 2026 regarding Julie Hartman:



Email received on June 11, 2026, from Mr. Don Wilkins regarding Hopkins Cemetery on N Creek and Lyons Roads:

"Good morning, Gary,

I want to inform you that the Hopkins Cemetery on the corner of North Creek and Lyon roads looks absolutely wonderful. The Town Highway department did an outstanding job on the new fence. The split rail fence will allow all the leaves to blow out of the cemetery and allow for better snowplowing in the winter. I want to thank the Town Board for their efforts, and I know the budget is tight so their is not much of a surplus.

Thanks again,

Don Wilkins"

PUBLIC INPUT

Kammy Catchman (Carroll St) and John Graham (Liberty St), residents of Palmyra, addressed the board regarding banners honoring our military that they wish to hang in the Town & Village of Palmyra. Supporting information had been forwarded to the board via email as received, as well as information shared at the board meeting. This included the NYSEG pole agreement and designs & costs of the banners by John Graham. Mrs. Catchman had done research with other towns and villages that had very successful programs like this. Mr. Leo (village board) explained that the village was on board and that they were a few days into the process. Much discussion ensued, and the town congratulated John and Kammy on doing a fantastic job spearheading this project.

Supervisor Rose explained that though he supports this project, he felt until he knew an exact number of poles, or what location they were in the town, the board could not give a blanket approval for the entire span of the town.

To make sure the board was all in agreement, Mr. Rose asked the board for a motion that stated that if there were enough banners to fill the village, and there were still enough banners to put up in the town, the town will commit to putting them up, and at that time commit to requesting permission from NYSEG.

Second: Jim Welch Vote: 4 Ayes. Carried

Mary Ann Smith Williams (Canandaigua St), spoke about her concern with speed safety in front of her house. She did comment about the positive efforts put forth by the sheriff, Palmyra highway dept speed sign, and village police department, but was wondering if there were any additional signs available that could be put up. Highway Superintendent Boesel explained that this is a state road, and that she would have to contact the NYSDOT. Mr. Boesel said he will supply her with not only the contact information she needs, but a letter of support that he and the supervisor will sign.

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.*

REPORTS OF STANDING COMMITTEES**Supervision: Animal Control, Human Resources, Justices, and Finance:****-Supervisor Gary Rose**

1. Supervisor's Monthly Financial Report: The Supervisor's financial report for June 2026 has been shared. (Reflects May's figures)

2. Landfill update: They are working on final punch list of small things that need completion, grass is starting to grow, and they should be done by the end of next week! There will be a need to mow the landfill before fall, and Mr. Rose asked if we might need to purchase equipment to take care of the steep grade. Mr. Boesel was asked to assess the situation before the next meeting so that further options can be discussed.

3. FEMA Local Law: FEMA contacted us regarding necessary changes to the Town of Palmyra's Flood Damage Prevention ordinance. These changes are prompted by the completion of the new FEMA Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM) panels for our community. To maintain eligibility in the National Flood Insurance Program (NFIP), it is required for the municipality to adopt the new FIS and FIRMs into the community's floodplain management regulations to meet the standards of Section 60.3 (d) of the NFIP regulations. A draft of our law will have to be sent to them before August 14, 2026. It is in the hands of our town lawyer now.

4. Veterans Banners: As previously discussed.

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

**HIGHWAY SUPERINTENDENT REPORT
FOR TOWN BOARD MEETING
06/25/26**

Since the 5/28/26 Town Board meeting we have completed the following work:

- Ditching – Jeffery Road, Walker Road
- Dozer/Slope Work – Jagger Road
- Treework – Jeffery Road
- Cutting Shoulders – Garnsey Road, Lusk Road, Schilling Road,
- Hauling for various projects

- Cracksealing – Champion Asphalt completed P.Gibson, S.Creek, Jeffery, Desmith, Schilling (n.end)
- Intermunicipal Assistance –
 - 6/9/26 – 2 Palmyra Trucks assist T/Ontario with paving
 - 6/10/26 – 2 Palmyra Trucks assist T/Ontario with paving
 - 6/1 -6/25 – 1 T/Ontario dozer assisting Palmyra with shoulder work

Other miscellaneous items include:

- **Mowing** - Chris Bratt has completed one round of mowing on our Town Roads. He has started on a 2nd round is currently has the northeast side of Town.
- **CHIPS/PAVE/EWR/POP Funding** – The NYS 26-27 Budget finally passed since our May TB meeting, one of the latest budgets. PAVE-NY, POP and EWR all remain flat, but all municipalities are splitting a \$50M increase in our CHIPS funding. For the Town of Palmyra, our CHIPS funding went from \$189K to \$206K, which is a \$17K increase!
- **Training** – From June 1st-3rd, I attended our 79th Annual Highway School in Ithaca, NY with 700+ other highway officials from around NYS. Some of the sessions I attended were as follows: Asphalt-Need to Know, How to Survive a PESH Inspection, CHIPS Updates, Legal Panel, Snow/Ice – Low Sodium Diet, Staying Safe in the ROW.
- **Lyon Road Cemetery Fence** – On 6/9/26, the Town Crew replaced the old wire fence on the front perimeter of the cemetery with a new split rail fence.
- **Fuel Island Project** –The final punch list from last Fall that was developed by the Pal-Mac CSD Project Engineer has been addressed and final project closeout is nearing.
- **Shop – Underground Electric** – Last month we finished our Hose Bib Project, thank you for this upgrade. We have also had an application with NYSEG to place our OH Elec Service underground. UG conduit was installed during the Truck Barn Project. Our switch from OH to UG is scheduled for July 7.
- **Wind Event** – On the afternoon of June 18th, we experienced a severe wind event which knocked down several tree limbs and trees in/around Palmyra. Various portions of the Town and Village lost power. The Division St/Maple Ave/Daansen, Hogback Hill Rd were a few known areas. It took a couple days after the storm for us to make a trip around the Town to cleanup all the tree debris.

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 June. (reflects May's figures)

2. Town Clerk Report for June: June & July reports will be combined. Briefly though, we have been busy with research on local laws, FEMA, FOILs and certified birth & marriage because of regulations for woman getting enhanced licenses....as well as our usual!

3. Grants Update: Perhaps a Tuesday workshop with the board to discuss some of our options before budget time as this can start costing money. What we are looking at for projects at the town hall are usually a

50% match, as well as cost for engineers. I have an action checklist for Climate Smart Communities to help us obtain grants in the long run.

On positive grant note, the town court will be applying for (and most likely receiving) a \$30,000.00 JCAP grant. We shared information with the court clerk earlier in the year, and the grant cycle was just released. We are asking for board approval this evening for authorization for the court to pursue the grant.

Town Building and Grounds Committee:

– Councilmen Cook & DeRue and
Town Clerk Irene Unterborn

1. Building Update: Emergency repair of electricity (conduit rotted off junction box) in the parking lot was \$310.50, and after further inspection in the parking lot, there was much more to be fixed. The quote for parking lot wiring and conduit repair, ground mounted box repair, concrete box, and light pole repair would be \$1,465.00, and is asked for in tonight's approvals. We do have funds available for building repairs. Is it time to discuss fascia and soffits that we had issue with over the winter?

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.

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, 2026, through June 23, 2026.

3. Minutes from Zoning Board Meeting of June 11th, 2026: Minutes were provided to the board.

4. Minutes from the Planning Board Meeting of June 8th, 2026: Minutes were provided to the board.

5. Bids for Cleanup up at 3031 N. Creek Rd. and 3415 N. Creek Rd:

After advertising, two bids were received for cleanup of two properties as ordered by the Supreme Court. Expert Clutter Removal Service - 3031 N. Creek Rd. \$ 32,500.00 / 3514 N. Creek Rd. \$18,500.00 and Alpco Recycling - 3031 N. Creek Rd. \$ 67,800.00 / 3514 N. Creek Rd. \$ 67,800.00.

The CEO recommends accepting the bid from Expert Clutter Removal Service. They will not remove any liquids or hazardous waste, so the contractor will notify him of what is found during the cleanup project, and we will have to have the materials removed later by other means. Additional costs are expected for this removal.

This cleanup will need to be coordinated with other entities and should be completed between July and August.

6. Application/ Agreement with Ameresco Solar/ DBA Palmyra NY Solar LLC: They have submitted the initial check for \$20,000.00. The cap for the escrow agreement is not to exceed \$75,000.00. This amount is drawn upon to pay for our expenses, and when it comes down to \$5,000.00 it will need to be replenished.

CEO Sheridan also noted that at their last meeting, the ZBA issued a special use permit for the solar farm on N Creek/ Newark Marion Rd to move forward with their installation.

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

1. Proposal for Codification: Process is ongoing.

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

1. Assessor's Report for June:

**Assessor's Office Report
June 2026**

Staffing

Abbreviated office hours of Monday – Friday 1:00 PM – 5:00 PM while Breana is out on Maternity leave. She is expected back late July, and I will be out of office July 20th – 24th for Ithaca Assessor Education Conference.

Current Projects

- Preparing our files for Final Roll – turned our File into County on 6/15/2026
- Preparing files for 2027 Reval, consult with Sylvia on 6/3 and follow up visit 6/17 and my state CRM visiting 6/23/2026
- Working State STAR reports- Removing STAR as directed by Department of Taxation – If you don't respond to your state letter to verify income or residency verification requests, you may be removed.

The Department of Taxation may send you a STAR letter to:

- request additional information to confirm you're eligible for STAR,
- notify you about a change to your STAR benefit, or

- tell you about a general change to the STAR program.

To learn how to respond to the STAR letter you received, find its form number in the bottom-left corner, then [choose your form from the list below](#).

Stay Informed – Visit the [STAR resource center](#) or call 518/457-2036.

May Sales Activity

- 17 total sales: 9 Village, 8 Town.
- No split/merge requests.

The following are the sales/transfers for March

May 2026 Sales/Transfers						
MAP #	HS #	STREET	**	SALE \$	SALE DATE	TAV 2025
64111-11-724686	230	E Main		100,000	5/5/2026	55,800
64111-11-609529	121	W Charlotte		0	5/5/2026	143,200
64111-11-7149613	160	Cuyler		505,000	5/14/2026	283,700
64111-11-543680	222	W Main		230,000	3/24/2026	156,300
64111-16-753486	324	Fayette		0	5/21/2026	149,900
64111-12-804704	421	E Main		0	5/29/2026	6,300
64111-07-683804	111	Willow		0	5/29/2026	46,900
64111-07-683814	121	Willow		0	5/29/2026	29,600
64111-07-698814	126	Willow		0	5/29/2026	88,200
66111-18-340191	4385	Route 31		25,000	5/1/2026	18,500
64112-19-576099	1838	Maple		216,000	5/1/2026	124,000
65113-00-929753	4122	DeSmith		0	5/1/2026	426,300
65112-00-733422	2095	Shilling		139,000	5/8/2026	110,600
64111-00-719090	1020	Route 21		0	5/11/2026	227,300
64111-00-994052	996	Johnson		335,000	5/11/2026	194,700
66113-00-994486	2950	Cambier		206,000	5/22/2026	138,400
66112-00-69742	2351	Lyon		0	5/29/2026	162,800
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

There will be a 250th Celebration of America in the Village Park on August 1st, 2026, from 4-8PM. There will be a car show, music, food trucks, family activities, Historic Palmyra Museum activities, a farmer's market, and a movie in the park at dusk.

TOWN AGENDA ITEMS

1. Approve: All Town Reports for June: 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 2026.

Second: Doug DeRue Vote: 4 Ayes. Carried

2. Approve: Contractor Bid for Property Cleanup: Todd Pipitone made the motion to hire Expert Clutter Removal Service, not to exceed (except for the addition of any liquids or hazardous waste) for address 3031 N. Creek Rd. \$ 32,500.00, and for address 3514 N. Creek Rd. \$18,500.00

Second: Jim Welch Vote: 4 Ayes. Carried

3. Approve: Solar Farm Application for 3605 N. Creek Rd: Todd Pipitone made the motion to approve supervisor to sign escrow agreement with Ameresco Solar/ DBA Palmyra NY Solar LLC. This was drafted by our Town Attorney, David Hou.

Second: Brad Cook Vote: 4 Ayes. Carried

4. Approve: Sylvia Staples to continue assisting in the completion of the Palmyra 2027 Reval: Doug DeRue made the motion to approve Sylvia Staples to continue providing assistance for the town revaluation process, (with assessor participation), updating the land tables, cost & model components of the RPS program, setting up the options to print valuation documents; cost and comparable sheets, 511 notices and any other custom reports that are required. The total fee for this assistance is \$6,000. Payment of \$500.00 will be requested in 2026, with the remainder to be received after January 2027.

Second: Todd Pipitone Vote: 4 Ayes. Carried

Clarification was made that these are duties in addition to what the assessor does, Paula will still be doing the main part of the reval. Also, the bookkeeper was able to redefine money from the assessor's office, so we will only have to budget an additional \$1,000.00 in 2027.

5. Approval: Electrical Repairs in Front Parking Lot: Brad Cook made the motion to approve Fox Electric LLC to complete Town Hall Parking Lot Electric Repairs, as written in scope of work, not to exceed \$1,465.00.

Second: Todd Pipitone Vote: 4 Ayes. Carried

6. Approve: Resolution #11-2026 Authorizing the Town Court to Apply for Justice Court Assistance Program (Jcap) Funds: Todd Pipitone made the motion to approve Resolution #11-2026 Authorizing the Town Court to apply for Justice Court Assistance Program (Jcap) Funds, as written below:

Second: Doug DeRue Vote: 4 Ayes. Carried

**RESOLUTION #11-2026
AUTHORIZING THE TOWN COURT TO APPLY
FOR JUSTICE COURT ASSISTANCE PROGRAM (JCAP) FUNDS**

WHEREAS the State of New York provides financial assistance to municipal courts through the Justice Court Assistance Program (JCAP) to improve court operations, security, and efficiency; and

WHEREAS, the Town Court of the Town of Palmyra has identified a need for funding to support its operations and facilities; and

WHEREAS a mandatory requirement for eligibility under the Justice Court Assistance Program is a formal resolution from the local governing body authorizing the application; now,

THEREFORE, BE IT RESOLVED, that the Board of the Town of Palmyra authorizes the Palmyra Town Court to apply for a JCAP grant in the 2026-27 grant cycle up to \$30,000.00.

Duly moved and carried by the Town Board of the Town of Palmyra on June 25th, 2026.

7. Approve: Memorandum of Understanding with Department of Taxation and Finance for Work Involved with the Palmyra 2027 Reassessment: Doug DeRue made the motion to approve the supervisor to sign the Memorandum of Understanding with Department of Taxation and Finance for Work Involved with the 2027 Palmyra Reassessment.

Second: Todd Pipitone Vote: 4 Ayes. Carried

8. Approve: Hiring of Temporary Part-Time Code Enforcement Officer: Todd Pipitone made the motion to appoint Kyle Hansen as temporary, part-time assistant code enforcement officer at \$760.00 per month, beginning mid-July through October 1st, 2026. This is a budgeted item.

Second: Brad Cook Vote: 4 Ayes. Carried

9. Approve: NYS Dept of Taxation & Finance Plan for Cyclical Assessments: Doug DeRue made the motion to approve the supervisor to sign the NYS Dept of Taxation & Finance Plan for Cyclical Assessments.

Second: Todd Pipitone Vote: 4 Ayes. Carried

MOTION TO APPROVE TOWN CLAIMS AND EXPENDITURES

Todd Pipitone made the motion to approve the June Vouchers #2026-0585 through #2026-0702, totaling \$215,355.34, as noted below:

Second: Brad Cook Vote: 4 Ayes. Carried

<u>Abstract Total of Vouchers Pre-Paid:</u>		<u>Abstract Total of Vouchers Un-Paid:</u>	
GENERAL FUND	\$ 192.50	GENERAL FUND	\$32,683.59
PART TOWN	\$ 390.27	PART TOWN	\$31,970.98
DA HIGHWAY	\$ -	DA HIGHWAY FUND	\$2,057.40
Total	\$ 582.77	DB HIGHWAY FUND	\$29,025.88
		PALMYRA HWY FACILITY	\$1,308.13
		<u>GARNSEY LANDFILL</u>	<u>\$117,726.59</u>
		Total	\$214,772.57

MOTION TO ADJOURN

At 8:06 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 Meeting:
REGULAR TOWN BOARD MEETING
Thursday, July 23rd, 2026, 7:00 PM
Palmyra Town Hall65