

**REGULAR MEETING OF THE TOWN BOARD  
PALMYRA TOWN HALL  
July 23, 2020**

At 7:01 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Thursday, July 23, 2020, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

The Town Board meeting was open to public and held in accordance to the rules for small meetings, with proper social distancing and masks were worn by all in attendance when necessary.

Supervisor Miller led those present in the Pledge of Allegiance to the Flag.

Upon roll call, the following Board members were present:

Kenneth Miller, Supervisor  
James Welch, Deputy Supervisor  
Brad Cook, Councilman  
Todd Pipitone, Councilman

Councilman Michael Lambrix was absent.

Motion was made by Todd Pipitone to approve the minutes of the regular Town Board meeting which took place on June 25, 2020.

Second: Jim Welch

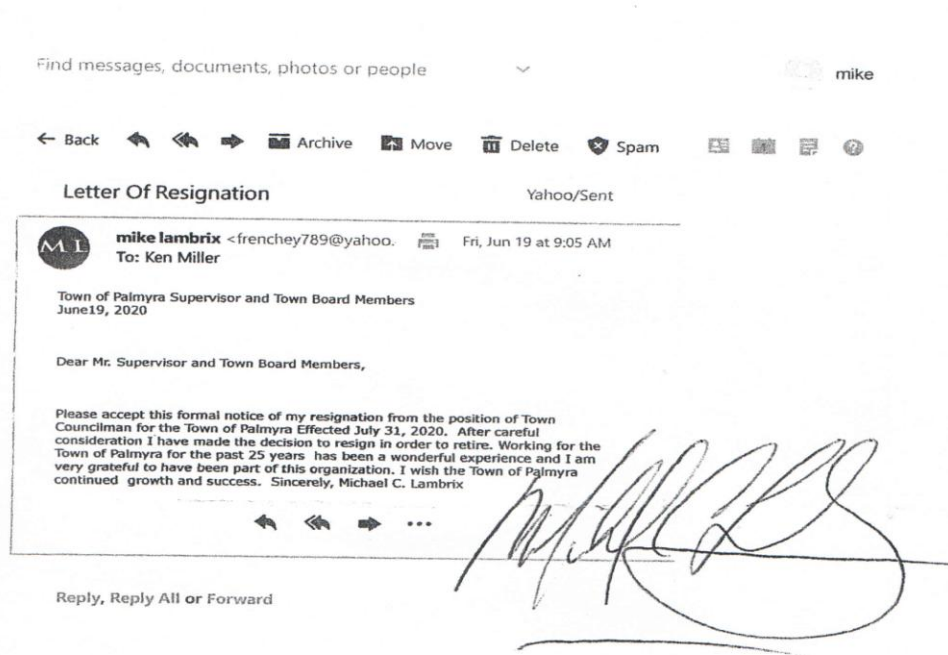
Vote: 3 Ayes. Carried

**ATTENDANCE**

Also attending was: EMS Representative Mike Catalano, Director of Finger Lakes Ambulance Albert Kalfass, Highway Superintendent Mike Boesel, Casey Carpenter, and Marc Carrier.

**COMMUNICATIONS RECEIVED**

A resignation letter received from Councilman Michael C. Lambrix, below:



Supervisor Miller stated that he would like to acknowledge Mr. Lambrix’s many years of service and wish him luck in his new endeavors at the next board meeting.

**GUEST SPEAKERS**

Mike Catalano, from the EMS Advisory Board, and Albert Kalfass, Director of Fingerlakes Ambulance.

Mr. Catalano reported that there has been a decrease in response time but would like Mr. Kalfass to speak about the response times that are not favorable. Mr. Kalfass said there is definitely trouble communicating between the two 911 centers (usually attendant error but does get cleared up), but as far as the closest responder, we are getting them.

Further discussion ensued, and system fluctuations, presence at village Fire hall, staffing, teleconference review of the study, and participation in county study were included. Mr. Miller also stated that he was aware of legislation, much ‘further down the road’ that will mandate ambulance care.

Supervisor Miller will expect a call from Albert Kalfass later next week to discuss dispatching, as well as these points, further.

**HEARING**

There was no official hearing this evening.

**PUBLIC INPUT**

***\*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.***

There was no public input for the meeting.

**REPORTS OF STANDING COMMITTEES**

**Supervision---Animal Control, Historian, Finance: Kenneth Miller, Chairman**

**1. Latest report from WC DOH regarding COVID 19:** These are the current COVID-19 statistics per Wayne County Department of Health.

*“As of this email, Wayne County Public Health can confirm that our total number of positive cases of COVID-19 is now **209**.*

*Please help us by continuing to stress, significantly, the use of masks, 6’ social distancing, and avoiding frequenting large gatherings or crowds.*

*We can also confirm that at this time we have had **11,211** tests completed and processed, with **11,002** of them receiving negative results. Please make it clear that these are completed tests WITH lab results, it would be greatly appreciated. This is not the total number of our residents who have been tested, we only post statistics that include results. We do not include tests pending results in those numbers. We are awaiting the processing of many more tests at this time.*

*Out of our **209** positive cases, we have **174** cases resolved/recovered, **31** cases remain active and recovering, **2** of the **31** active cases require hospitalization, and we have had **4** deaths of a people related to COVID-19. “*

**2. Opening of Town Hall Building:** After some discussion with Councilman Cook and the Town Clerk before the meeting, Supervisor Miller decided that the target date to reopen a portion of the building (to the Town Clerk's office only) would be August 1<sup>st</sup>. Their discussion included how to open front doors and only allow access to the clerk's office, the proper signage and sanitizing stations had been ordered, that the clerk had noted on the bills to please mail payments to limit exposure, and that there is a drop box in front of the building. Mr. Miller asked to sit down with the clerk to put a plan in writing that covers the CDC/NYS recommendations for reopening a building and how to notify the public that the other offices will be still by appointment only.

**3. Notice from NYS DEC for permit related to Vienna Rd Gas Main Project:** The town received a copy of a permit for the Freshwater Wetland/WQC/Stream Disturbance related to the Vienna Rd Gas Project in the Towns of Palmyra, Manchester, Arcadia and the Village of Newark. Any questions can be directed to Robert Call, Regional Permit Administrator at (585) 226-5396. A copy of the permit, in its entirety was provided to the board members for review.

**4. Port Gibson Bridge Closing:** The Port Gibson Bridge will be closed for approximately 8 months beginning August 3<sup>rd</sup> for repairs. It had previously been down rated, but will hopefully be unrestricted for weight once all repairs are done as the Galloway Bridge was.

**5. Thank you received from Palmyra Community Center:** The Town board received a tri-fold thank you card for funding from the PCC Youth Basketball teams. This included 42 teams of Instructional, Intermediate, Midget, Junior, Travel, Senior and Girls.

**6. WC Department of Probation:** Stephen Gergely, Sr. Probation Officer from the Wayne County Department of Probation and Corrections Alternatives will be conducting interviews here at the Town Hall the first 4 Mondays of the month. These interviews of low to medium offenders (approximately 3 per hour) will be held in the large meeting room from 2 – 6 PM, and Officer Gergely will sanitize after each meeting, and at the end of the each day. Councilman Welch stated that he would prefer that they be escorted back and forth to the front door so there would be no wandering around the building.

**7. Impact Theater Concert:** Impact Theater will be hosting a concert in the Town Hall parking lot this Saturday evening. Mr. Irace plans to place a cone in every other parking spot to promote social distancing.

**Human Services: Town Clerk, Archives, and Town Hall Facility**  
**- Councilman Bradley Cook**

**1. Town Clerk Report for July:**

**TOWN CLERK OFFICE**  
**REPORT TO THE BOARD**  
**JULY 2020**

Needless to say, it has been an interesting few months! The building has now been closed to the public since late March because of the COVID-19 pandemic, but my office window has been open for certain types of business for most of that time. Accessible parking permits, certificates of residency, marriages, death certificates, notarizing, fishing licensing, etc. are a few of the things that absolutely need to be done in person as they require ID.

The Town Clerk's Office is looking forward to reopening our portion of the building soon (and safely!) as hunting licenses go on sale on August 1<sup>st</sup> and school tax collection begins on September 1<sup>st</sup>. I did note on the tax bills that we would appreciate payments mailed to us, or left in the drop box at the front door, to limit exposure to each other. As I stated last month, mailing all those receipts as well as dog licenses is costing the town a lot more money in postage. I gave Supervisor Miller a list of the items that we need to order to keep within the guidelines, included distance floor markers, hand sanitizer stations, signage etc.

Through dog licensing in June, we sold 116 licenses totaling \$926.00, misc sales, EZ Passes, marriage licenses, hunting/fishing, code enforcement (including escrow deposits), vital record requests, FOIL requests etc- added an additional \$6,275.40. Total check disbursements for the month of June were \$7,271.40.

We are beginning to gear up for a busy next few months! We have been "cleaning up" records and indexes from the past, as well as coordinating tax figures', banking lists, and forms between the county, assessors, and the school district. I have also contacted a local bank to see if they would be willing to host a local document shred event for our community.

As the Town Clerk Office is keeper of all town records, we are about to undergo what can be a very big project. Per NYS we will be replacing the MU-1 schedule of record keeping with a brand new LGS-1. Because of this, we will not be able to destroy any documents after 2020, or when the new schedule is being used. This means going thru all records to change their schedule! We will not have this plan, or details, from the state until after August 1<sup>st</sup>, 2020....maybe? Once the information is received, the Town will have to adopt the new schedule by resolution.

Supervisor Miller said that he would like to sit down with the department heads to put in writing a plan for reopening the building.

**2. Building Update:** The Marathon Energy contract renewal was auto-renewed on July 15<sup>th</sup>, 2020, and the board was provided with a new cost schedule. The drop box with shoot into secure part of building has been received and has been installed!

**3. NYS DEC:** After a few glitches in the new NYS DECALS program for hunting and fishing, we are finally up and running! Thank you to Integrated Systems for trying to figure it all out when it turned out to be a problem with the state instructions!

**4. Cancellation of TC Conference:** NYS first postponed the state town clerk's conference scheduled for April until August, but now has cancelled outright for 2020 due to the current pandemic.

Mr. Miller added that the town clerk, supervisor, and other department heads in the building have a meeting about the opening of the building, and put some guidelines in writing.

## **Public Works: Highway Department, Equipment and Facilities**

**- Councilman James Welch**

### **1. Highway Department report for July:**

#### **Highway Superintendent Report For Town Board Meeting 07/23/20**

Since the 6/25/20 Town Board meeting we have completed the following work:

- Hauling Stone for chipsealing roads, spoil dirt from shop and crushed gravel back to shop
- Brushmowing – Galloway & Parker Roads
- Chipsealing – Walker, Cornwall, S.Townline and Faas Roads
- Inter-municipal Assistance
  - 7/1/20 1 WC Hwy Low Boy to Palmyra for hauling assistance
  - 7/8-9/20 2 Palmyra trucks assist Macedon Hwy with paving
  - 7/14/20 2 Palmyra trucks assist WC Hwy with chipsealing
  - 7/15/20 Williamson/Mac/Marion/Wal assist Pal Hwy with chipsealing
- **Summer Road Work** - We recently chipsealed 3.9 miles of our Town Roads. These included Walker, Cornwall, S.Townline and Faas Roads. In the coming weeks we intend to chipseal another 3.8 miles on Desmith, Hanley, Galloway and Parker.
- **Johnson Road Detour** – In the coming weeks, WC Highway will be starting two culvert replacement projects on the south side of Town on Johnson Road. This also involves relocation of about 150 LF of Village RAW Waterline. A detour route is being planned out. I will have more info later.

- **Vienna Road Projects** – NYSEG and DDS Contractors are nearing completion of the 12” gas main installation on Vienna Road within the Town of Palmyra. They should be done in Palmyra by August 1<sup>st</sup> until they come back in November to complete the final tie-in to the new main. As a whole, they have installed 3 miles of the 8.5 total miles. I understand they expected to get to the south side of Arcadia sometime in October. In the next few weeks, the WC Hwy Department will start a road re-paving project on Vienna Road, from NY Rt.31 to the Manchester TL. I will have more info soon.
- **Bridges – Port Gibson Road** - Crane Hogan Structural Systems will be closing the Port Gibson Road Bridge over the Erie Canal on Monday August 3, 2020 under NYSDOT Contract D263895. The Bridge will remain closed for 240 Days while rehabilitation work is performed.
- **New Equipment** – On 7/15/20, we picked up the new Kubota zero turn lawn mower from Blazey’s. This past Tuesday we started mowing the Town Hall and intend to mow every Tuesday. Thank you!
- **Fred Lawson** – In case the full Town Board hadn’t heard, longtime Deputy Highway Superintendent Fred Lawson passed away in his sleep on July 12<sup>th</sup> at age 74. Fred retired in June 2004 and had 36 years of service with the Town of Palmyra, many of which were as Deputy Supt. Fred has been a longtime friend and mentor of mine and I and the entire Highway Department will miss him. A graveside service is next Saturday, 8/1/20, at 12noon in Marion Cemetery.

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

Mr. Boesel added that after three years Elmer-Davis came to inspect the roof on the new highway building and that they found just one small tear that they fixed. He also mentioned that we are having a small problem with tractor trailers cutting thru on our town roads to get to Dolomite. He is considering posting weight to try to deter the trucks, and has already spoken with Dolomite and they do try to alert the truckers. We will hear more about this in the coming meetings as posting these sign would have to be done by resolution.

Supervisor Miller added that at the next meeting we hope to remember the passing of Bill Abbott and Fred Lawson, and acknowledge the retirement of Councilman Mike Lambrix. It is always the hope that the families can attend.

**Town Development: IT & Phones, Fire Protection Contracts, and Strategic Plans**  
- Councilman Mike Lambrix

Supervisor Miller asked Councilman Pipitone to take over this committee as well until a replacement is found for Councilman Lambrix. There was nothing additional to report at this time.

**Government Operations: Assessor, Youth & Aging, Code Enforcement/Planning Board, and Justices**  
**- Councilman Todd Pipitone**

**1. Assessor's Office Report for July:**

**REPORT TO THE TOWN BOARD  
FROM THE ASSESSOR'S OFFICE  
JULY 14, 2020**

The Final Roll has been filed with the Town Clerks office before July 1<sup>st</sup> as prescribed by law. Property owners who filed a grievance with the Board of Assessment Review have until July 30, 2020 to file a small claims application against the Town or an Article 7 if the property is commercial or the home owner does not live on that property.

This week I will attend a webinar on Appraising put on by the NYSAA (New York State Assessor's Association). I will attend the 'Appraising in a Difficult Market' course.

I will be out of the office on August 7<sup>th</sup> attending a course in Canandaigua ('Residential Style, Grade & Condition'), unless things change and they cancel, postpone or change this to a webinar. Between the two courses I will have fulfilled my educational credit requirement for the year.

We will be submitting a backup to the County sometime in the beginning of August for school tax purposes.

I am also requesting to purchase a scanner for my office. This is not in my budget; however I do have enough in my budget to cover the cost. The cost will not exceed \$350. Please see attached addendum.

As always, if you have any questions or concerns, I can be contacted in my office most days.

**Addendum for the Assessor's Office Report  
July 14, 2020**

I am requesting for permission to purchase a desk top scanner for my office. This is not in my budget, however due to Covid 19 I was unable to go to Cornell for my education and after doing the online course this week and the course I have signed up for in August I will have approximately \$500 left from my education budget.

I would like to scan all of my paper property files (deeds, appraisals, exemptions, etc.) into electronic files. At first this would be a large project, done when the office is not as busy. Later as deeds are filed or other documentation is brought in they would be scanned and added to the electronic files.

I believe this is a good idea to protect all of the files. If something ever happens to our office and all of the paper files are lost some of these documents are not or not easily replaced.

The cost would not exceed \$350.

**2. CEO Report for July:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that included a list of building permits and certificates of compliance for June 23, 2020 thru July 21, 2020. Councilman Pipitone invited the board members to read at their leisure.

**3. Minutes from Zoning Board Meeting from July:** None this month.

**4. Minutes from Planning Board Meeting from July 13<sup>th</sup>, 2020:** The minutes from the July 13<sup>th</sup>, 2020 Planning Board Meeting were shared with the board.

### INFORMATIONAL ITEMS

There were no additional informational items shared at the meeting.

### AGENDA ITEMS

**1. Approve: Motion to Accept Resignation Letter from Councilman Lambrix:** Brad Cook made the motion to accept the letter of resignation from Michael C. Lambrix, from the position of Councilman on the Town Board of the Town of Palmyra, effective July 31, 2020.

Second: Todd Pipitone      Vote: 3 Ayes. Carried

**2. Approve: Approve Inspection Agreement with Davis-Ulmer Fire Protection:** Brad Cook made the motion to approve Supervisor to sign the Inspection Agreement with Davis-Ulmer Fire Protection for January 2020-December 2022, for a total annual sum of \$430.00. This is a slight increase of \$30.00 from the last agreement.

Second: Jim Welch      Vote: 3 Ayes. Carried

**3. Approve: Assessor Purchase of Scanner:** Todd Pipitone made the motion to approve purchase of scanner for the assessor's office not to exceed \$350.00.

Second: Jim Welch      Vote: 3 Ayes. Carried

Supervisor Miller will contact the members to start discussion (perhaps in executive session) to choose someone to appoint as the 5<sup>th</sup> board member.

**MOTION TO APPROVE CLAIMS AND EXPENDITURES**

Todd Pipitone made the motion to approve claims and expenditures for the month of June 2020, Vouchers #604 thru #676, totaling \$56,531.01.

Second: Jim Welch                      Vote: 3 Ayes. Carried

**ADJOURN MEETING**

At 7:59 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Jim Welch                      Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn  
Town Clerk

**Regular Town Board Meeting**  
**Thursday August 27, 2020**  
**7:00 PM – Palmyra Town Hall**