

**REGULAR MEETING OF THE TOWN BOARD
PALMYRA TOWN HALL
August 28th, 2025**

The following legal notice was published this month according to law, not for a public hearing, but to announce school tax collection:

**LEGAL NOTICE
TOWN OF PALMYRA
NOTICE OF RECEIPT OF
TAX ROLL AND WARRANT**

*TAKE NOTICE that I, **Irene Unterborn**, the undersigned Tax Collector for the Palmyra-Macedon Central School District, will have duly received the tax roll and warrant for the collection of school taxes on or about September 1, 2025, within the Palmyra-Macedon Central School District of the school year 2025-2026, and that same can be paid by mail or at the Town Clerk's Office, Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York 14522, during business Monday through Friday 9:00 AM-4:00 PM., by check, or cash (no credit or debit cards accepted).*

TAKE FURTHER NOTICE that taxes may be paid on or before September 30, 2025 (check in drop box accepted, but not cash) without charge or interest. On all taxes received after such date, there shall be added interest of 2%. The last day of school tax collection will be in person or postmarked Friday, October 31st, 2025. Partial payments cannot be accepted.

TAKE FURTHER NOTICE that there will be a \$20.00 fee for all returned checks.

TAKE FURTHER NOTICE that pursuant to the provisions of law, the tax roll of the Palmyra-Macedon Central School District will be returned to the Treasurers' offices of the County of Wayne and of the County of Ontario—on Saturday, the 1st day of November, 2025

DATED: August 22, 2025

*Irene Unterborn
Town Clerk & Tax Collector*

At 7:02 p.m., Supervisor Gary Rose called to order the regular Town Board meeting, scheduled for Thursday, June 28th, 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
Brad Cook, Councilman
Todd Pipitone, Councilman

Councilman Douglas DeRue was absent.

Motion was made by Todd Pipitone to approve the minutes of the Special Town Board Meeting which took place on July 24th, 2025.

Second: Brad Cook Vote: 4 Ayes. Carried

ATTENDANCE

Also in attendance: Mike Boesel (Highway Superintendent), Tracy Vanderwall, and Julie & Chuck Hartman.

PROCLAMATION

The Supervisor asked the Town Clerk to read the following proclamation in honor of retiring Clerk to the Supervisor, Petra Anderson.

PROCLAMATION IN RECOGNITION OF

Petra Anderson

Clerk to Supervisor Extraordinaire

WHEREAS, the Town Board of the Town of Palmyra, County of Wayne, State of New York, would like to note the nearly 30 years of service to the Town, by Clerk to the Supervisor, Petra Anderson; and

WHEREAS, these many years of service to the Town of Palmyra have benefited the Town and its Residents in many ways; and

WHEREAS, the Town Board of the Town of Palmyra recognizes her money management and bookkeeping skills that helped shape our town in ways that will echo far beyond her final reconciled ledger; and

WHEREAS, Petra leaves behind a legacy of strong opinions, firm boundaries, an unmistakable presence, and a legacy of amazing style & wardrobe that her work mates wish they had; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Palmyra wishes to express its appreciation and deep gratitude to Petra Anderson for the Time, Effort, and Knowledge shown as Clerk to the Supervisor & Bookkeeper for the Town of Palmyra these many years; and

BE IT FURTHER RESOLVED that the Town Board of the Town of Palmyra wishes Petra Anderson many fruitful and enjoyable years in retirement, with a never-ending supply of sunscreen and her favorite beverage!

Dated: August 28, 2025

The Supervisor added that he was grateful for all that Ms. Anderson had done in her tenure and appreciated the “handholding” when he began as a new supervisor.

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 None from this evening.

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 July 2025, which was shared with the Town Board.

2. Old Landfill Update: There has been activity since Monday August 25. They have been mowing so that they can begin surveying. A letter explaining the activities over the next few months at the Old Palmyra Landfill was sent to all in that area. There is a copy of this letter that includes a simple timeline, along with the complete engineering plan on our website.

Public Works: Highway Department, Equipment and Facilities:

-Councilman James Welch

1. Highway Department Report for August:

**HIGHWAY SUPERINTENDENT REPORT
FOR TOWN BOARD MEETING
8/28/25**

Since the 7/24/25 Town Board meeting we have completed the following work:

- Sign Maintenance – brush clearing work around signs in the Town
- Treework – roadside cleanup from miscellaneous storms
- Brushmowing – Walker, Parker, Trolley, Harris, Quaker, Omeal Roads
- Hauling – we started hauling sand and ordered 300 tons of salt yesterday.
- Inter-municipal Assistance
 - 7/25/25 2 Palmyra trucks assist WC Hwy with hauling assistance – N.Huron Rd
 - 8/6/25 2 Palmyra trucks assist Macedon Hwy with hauling assistance – Evergreen Hills
 - 8/7/25 2 Palmyra trucks assist Macedon Hwy with hauling assistance – Evergreen Hills
 - 8/12-13/25 1 Palmyra loader/widener assist Walworth Hwy with shoulder work
 - 8/14/25 2 Macedon and 2 Walworth trucks assist Pal Hwy w/Chipseal – Leroy & Hanagan
 - 8/20-21/25 1 Palmyra truck & 1 Bobcat/mill assist Macedon Hwy
 - 8/21/25 3 Arcadia trucks assist Pal Hwy with milling – E.Foster St

Other miscellaneous items include:

- **Training** – My 96th Annual Fall Hwy Conference is coming up in September 23-26th at the Niagara Falls Convention Center. Early Registration is by September 15th.

- **Stone & Oil Projects** – We recently completed stone & oil work on Leroy and Hanagan Roads. Next week, Vault, Hogback Hill and Galloway Roads will be fog-sealed. This will complete our chipseal work for this year.
- **E.Foster Street Project** – The Town and Village Hwy Crews continue to work together on this joint street project. In the past month, Hynes Concrete has poured all the new gutters, RoadTek assisted with driveway apron restoration, the Hwy Crews have topsoiled all lawns which WC Soil&Water has hydroseeded, and Villager Construction milled the road surface last week. Final paving is scheduled for the 2nd week in September. This project is funded thru our CHIPs.
- **Sign Project** – As time permits we have continued with our sign replacement project. We recently completed all the road signs on Snow Plow Rt.6 and are currently working on Rt.5, then finally Rt.4.
- **Generator Project** – The old automatic generator at the Palmyra Sewer Plant needed to be removed from their project site as part of their regional sewer plant project. Marty Aman from WCWSA inquired if we wanted the generator before the electrical contractor removed it. The generator was brought over to the Highway Department last week. We are evaluating a permanent onsite location. We greatly appreciate this WCWSA offer. Picture attached.
- **Fuel Island Project** – Yesterday, LaValley Brothers delivered the (2) temporary fuel tanks (1 diesel/1 unleaded). See attached picture. Today they started swapping the fuel management system from the current island to the temporary tank island. The project is anticipated to be completed in 4-6 weeks. The 2 new fuel tanks are scheduled for delivery in mid-September.
- **Personnel** – We are still advertising for a vacant position on the Village Hwy crew. Mike Reed submitted his resignation to me and the Village of Palmyra in mid-June. We ran an advertisement but only received a few applications and have since re-advertised. The Village Hwy Dept is still limping along with 2 employees. If you know of anyone looking for a Hwy position, please let them know about our opening.

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

Mr. Boesel noted that though the new tractor is a little louder, it is working very well. Mr. Rose asked when striping might be done this year. Mr. Boesel stated that they had just done some in the village and would be doing more, he was unsure what the county would be doing. Discussion ensued regarding who serviced the generator

previously, and when the next brush pick up in the town will be. The town clerk will be notified when it is decided so that she can share on social media.

New Generator



Fuel Island



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 July.

2. Town Clerk Report for August:**TOWN CLERK OFFICE
REPORT TO THE BOARD
August 2025**

The preliminary department head budget for 2026 was due on August 21st, and the town clerk budget was shared with councilman Brad Cook on August 13th, 2025. This year we will be collecting \$19,938,318.45 for the school district. After this evening's meeting, the legal notices for the Budget workshops will be published.

School taxes were delivered to us, separated and processed, and will be mailed out to homeowners and banks on Friday, August 29th. We will begin collecting on Tuesday September 2nd, as Monday is a holiday. Also, hunting licenses, along with DMP's, are now being sold.

We are anticipating a huge turnout for the free paint recycling that is taking place at the Palmyra Highway Facility on Saturday, September 6th, 2025. The company that is facilitating will provide about 20 workers, with additional workers from the Historic Palmyra Museums and Lions Club.

Through dog licensing in July, we sold 80 licenses totaling \$699.00, misc sales, EZ Passes, marriage licenses, hunting/fishing, vital record requests, zoning, escrow etc- added an additional \$6,625.00. Total check disbursements for the month of July were \$7,324.26.

Town Building and Grounds Committee:

– Councilmen Cook & DeRue and Town Clerk Irene Unterborn

1. Building Update: Quotes were received, and provided to the board, from both Leo J Roth Corporation (\$10,150.00), and Elmer W. Davis (\$7,835.00), to remove the cupola and restructure the base with roof. Discussion ensued and the board will vote later in the evening. Mr. Cook would also like to address the cement work in the front of the building that is crumbling, and the façade that is peeling. It is hoped that it can be covered in vinyl siding, and that all these projects can all be completed this fall as they are already budgeted for in 2025.

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

- Councilman Todd Pipitone

1. Comprehensive Plan: The final version is available online at www.palmyrany.com/comprehensive-plan, or for viewing in the Town Clerk’s Office. The town and village are looking for members of the public who would be interested in joining an implementation committee and help put this plan to work! We still have only had 4 members of the public step up so far....and are hoping to move forward in 2026.

2. CEO Report for August: Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates for July 22nd, 2025, through August 26th, 2025.

3. Minutes from Zoning Board Meeting August 14, 2025: Minutes were shared with the board.

4. Minutes from the Planning Board Meeting on August 11th, 2025: Minutes were shared with the board.

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

Absent - Councilman Doug DeRue

1. Assessor’s Report for August :

REPORT TO THE TOWN BOARD FROM THE ASSESSOR’S OFFICE
August 2025

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

Completed STAR changes as directed by the state.

An Article 7 (Certiorari) was filed for Walgreen’s. We are working with our Town Attorney to address that. Irene has assisted with resolutions for cost sharing.

We are working on the 2026 Budget.

There were 16 July sales. 3 Village and 13 Town sales. There is one parcel split request.

The following are the sales/transfers for July

July 2025 Sales/Transfers						
MAP #	HS #	STREET	**	SALE \$	SALE DATE	TAV 2025
64111-12-813701	429	E Main		164900	7/2/2025	113200
64111-11-691731	133	E Main	**	1	7/16/2025	170800

65111-09-086554	440	Vienna		225000	7/14/2025	222400
64112-00-563674	2304	Maple Ave	**	110000	7/3/2025	185900
64111-07-596916	1691	Maple		475000	6/27/2025	348600
65111-00-541770	3760	North Creek		385000	7/18/2025	230300
66113-00-988557	3006	Cambier		175000	7/2/2025	157200
66111-00-591296	1048	Floodman	**	0	7/7/2025	418400
65112-00-958090	4105	N Creek		380000	7/7/2025	217900
65112-00-432888	2470	Rt 21 N		241500	7/10/2025	155900
67112-00-007753	2362	Cambier	**	0	7/15/2025	189300
66112-00-021248	4163	N Creek	**	0	7/17/2025	201000
67111-00-023080	990	Palmer	**	500000	7/15/2025	400600
65112-00-097738	000	Jeffery	**	0	6/3/2025	18800
65112-00-074699	000	Jeffery	**	0	6/3/2025	207000
66111-00-850007	000	Palmer	**	550000	7/14/2025	233900
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: We have received an updated proposal to be considered at the budget workshops. ECode Rep will be meeting at the September 25th meeting to answer any questions we might have. An updated proposal was forwarded, and the price of less than \$15,000.00 did not change.

GENERAL INFORMATION

There will be a FREE Paint Recycling Event on Saturday September 6th, 2025, from 9 AM – 1 PM at the Palmyra Highway Barns on Kent St. The accepted materials include: Latex and Oil based Paint, Urethanes, Varnishes, Stains, Shellacs, Lacquers, and Acrylic Paint. For details visit <https://circular.eco/event/Palmyra> , or scan QR to register



TOWN AGENDA ITEMS

1. Approve: All Town Reports for August: Todd Pipitone made a motion to approve all town reports including the Supervisor, Town Clerk, Code Officer, Assessor, and Highway reports for the month of August 2025.

Second: Brad Cook Vote: 4 Ayes. Carried

2. Approve: Dates for 2026 Budget Workshops: Todd Pipitone made a motion to approve Budget Workshop dates of Tuesday September 2nd, Tuesday September 9th, Tuesday September 16th, Tuesday September 23rd, and Tuesday September 30th (If necessary), and Tuesday October 7th (if necessary), with all workshops beginning at 6:30 PM.

Second: Brad Cook Vote: 4 Ayes. Carried

3. Approve: RESOLUTION #20 – 2025 RESOLUTION APPOINTING ASSESSOR: Todd Pipitone made a motion to approve Resolution #20 – 2025: Resolution Appointing Assessor Pursuant to Real Property tax Law §310, commencing October 1, 2025 through September 30, 2031, as written:

Second: Jim Welch Vote: 4 Ayes. Carried

RESOLUTION #20 – 2025***RESOLUTION APPOINTING ASSESSOR PURSUANT TO REAL PROPERTY TAX LAW
§310***

WHEREAS, Real Property Tax Law §310 establishes that the appointed assessor of a municipality shall serve a **six-year term**, beginning on October 1 and ending on September 30 of the sixth year thereafter; and

WHEREAS, the Town of Palmyra, New York is required to appoint an assessor to fulfill these duties in accordance with New York State law; and

WHEREAS, the Town Board of **Palmyra**, Wayne County has determined that Paula Ruthven is duly qualified to serve as Assessor for the Town of Palmyra.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Palmyra, County of Wayne, does hereby appoint Paula Ruthven as Assessor for the Town of Palmyra for a six-year term commencing **October 1, 2025**, and expiring on **September 30, 2031**, in accordance with the provisions of Real Property Tax Law §310; and

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be provided to the Wayne County Director of Real Property Tax Services and New York State Department of Taxation and Finance – Office of Real Property Tax Services.

4. Approve: Charles Hartman Board of Assessment Review: Todd Pipitone made a motion to approve Charles Hartman to continue on the Board of Assessment through September 30th, 2030.

Second: Jim Welch Vote: 4 Ayes. Carried

5. Approve: Purchase of Computers for Code and Town Clerk Offices: Todd Pipitone made a motion to approve the purchase of two Dell computers (one for code office and one for town clerk office), not to exceed \$1200.00 each. These are budgeted purchases.

Second: Brad Cook Vote: 4 Ayes. Carried

6. Approve: Supervisor to sign the agreement with NOCO Natural Gas & Electric: Todd Pipitone made a motion to approve the Supervisor to sign a 12-month agreement to continue with NOCO Natural Gas and Electric, for electric supply only, through July 31, 2026. This is a fixed price.

Second: Brad Cook Vote: 4 Ayes. Carried

7. Approve: Agreement between the Town & Village of Palmyra for Enhanced Cancer Disability Benefits: Todd Pipitone made a motion to approve the agreement between the Town & Village of Palmyra for Enhanced Cancer Disability Benefits, as required by Section 205-CC, retroactive to January 1st, 2025, and ending December 31st, 2027. These dates will coincide with the current fire contract.

Second: Jim Welch Vote: 4 Ayes. Carried

8. Approve: Quote for Cupola Removal: Brad Cook made a motion to approve agreement with Elmer W. Davis for cupola (steeple) removal and new roof installation on the Town Hall, not to exceed \$7,900.00. This project will include a 20-year warranty.

Second: Todd Pipitone Vote: 4 Ayes. Carried

9. Approval: RESOLUTION #21 -2025 Payment of Litigation Costs: Todd Pipitone made the motion to approve Resolution #22-2025 Payment of Litigation Costs Involving Challenges to Real Property Assessments Concerning Notice of Petition to Review Tax Assessments commencing in the Year 2025 which Includes Town of Palmyra, Village of Palmyra, Wayne County and Pal-Mac CSD, as written. This agreement (or version of) is being approved by each party.

Second: Jim Welch Vote: 4 Ayes. Carried

RESOLUTION #21-2025**Payment of Litigation Costs Involving Challenges to Real Property Assessments
Concerning Notice of Petition to Review Tax Assessments commencing in the Year 2025
(Includes Town of Palmyra, Village of Palmyra, Wayne County and Pal-Mac CSD)**

WHEREAS, Periodically the Town of Palmyra has challenges to assessments of Real Property in the Town; and

WHEREAS, litigation and appraisal costs of these challenges can be more than the Town can anticipate or budget; and

WHEREAS, WALGREEN EASTERN CO. INC. / 2468 GROUP INC. has filed a grievance, after receipt of the decision by members of the Palmyra Board of Assessment Review, claiming excessive, unequal, misclassification and unlawful, against the assessment for the property located at 609 East Main St., known and designated as tax map number 64111-12-946668 within the Town of Palmyra, all with the County of Wayne, State of New York; and

WHEREAS, WALGREEN EASTERN CO. INC. / 2468 GROUP INC. requests that, commencing with the 2025 assessment rolls, be reviewed, using evidence provided by the petitioner to show that the assessment of said parcel of real property may be illegal and erroneous; and

WHEREAS, the Town of Palmyra, the Village of Palmyra, the Palmyra-Macedon Central School District and the County of Wayne are all stakeholders in resolving this issue equitably, in accordance with Real Property tax law; and

WHEREAS, the County of Wayne has already established minimum standards for participation and permitted change in an assessment challenge; and

WHEREAS, the Palmyra-Macedon Central School District has already established minimum standards for participation in an assessment challenge; and

NOW, THEREFORE, BE IT RESOLVED that all four (4) stakeholders will share equally in litigation costs, review costs, appraisal fees, and associated court fees for this assessment challenge; and

BE IT FURTHER RESOLVED those proceedings may involve the County Attorney and Town Attorney, Village Attorney, and Pal-Mac CSD Attorney as consultants regarding appraisals and/or settlement strategies; and

BE IT FURTHER RESOLVED that the Town of Palmyra hereby requests approval for county, village, and school participation in this litigation commencing with the year 2025 and ending in the year that the litigation and appraisal process for this property is complete.

10. Approve: Purchase of JJAG Wing for Plow Truck: Jim Welch made the motion to approve the purchase of a JJAG Wing for the T16 F550 Plow Truck from MDI Truck in Auburn, not to exceed \$9,900.00. This is a budgeted purchase.

Second: Todd Pipitone Vote: 4 Ayes. Carried

11. Approve: Purchase of Printer for Highway Department: Jim Welch made the motion to purchase of office printer for the highway department, not to exceed \$370.00. This is a budgeted purchase.

Second: Todd Pipitone Vote: 4 Ayes. Carried

MOTION TO APPROVE TOWN CLAIMS AND EXPENDITURES

Odd Pipitone made the motion to approve the August 2025 Vouchers #2025-786 through #2025-898, totaling \$197,776.24 as noted below:

Second: Jim Welch Vote: 4 Ayes. Carried

<u>Abstract Total of Vouchers Pre-Paid:</u>		<u>Abstract Total of Vouchers Un-Paid:</u>	
GENERAL FUND	\$ 3,483.79	GENERAL FUND	\$ 65,170.63
PART TOWN	\$ 110.0	PART TOWN	\$ 5,787.30
Total	\$ 3,593.86	DA HIGHWAY FUND	\$ 76,088.78
		DB HIGHWAY FUND	\$ 47,135.67
		Total	\$ 194,182.38

MOTION TO ADJOURN

At 7:40 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Jim Welch Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Palmyra Town Clerk

Next Meetings:

REGULAR TOWN BOARD MEETING

Thursday, September 25th, 2025

Palmyra Town Hall

BUDGET WORKSHOPS

Tuesday September 2nd, 2025

Tuesday September 9th, 2025

Tuesday September 16th, 2025

Tuesday September 23rd, 2025

**Tuesday September 30th, 2025 (If necessary), and October 7th, 2025 (if
necessary)**

with all workshops beginning at 6:30 PM