

**NOTICE OF JOINT TOWN AND VILLAGE HEARING & MEETING  
PALMYRA TOWN HALL  
JANUARY 23, 2025**

**LEGAL NOTICES**

The following are the legal notices that had been printed in the Town's official newspaper, *The Times of Wayne County*, and posted on the Town Hall's bulletin board before the meeting, and in accordance with law.

**LEGAL NOTICE  
TOWN OF PALMYRA  
NOTICE OF JOINT PUBLIC HEARING  
AS WELL AS JOINT TOWN & VILLAGE TOWN MEETING**

**NOTICE IS HEREBY GIVEN**, that the Town Board of the Town of Palmyra, as well as the Village Board, will have a Public Hearing on Thursday, January 23<sup>rd</sup>, 2025, at 7:00 PM at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York, to discuss the draft Joint Town & Village Comprehensive Plan.

**FURTHER NOTICE IS HEREBY GIVEN** that this meeting is called to transact business related to the above topics, as well as any other business that may come before the Town and/or Village Boards.

*Dated: December 10th, 2024*

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Irene E. Unterborn  
Palmyra Town Clerk

**AGENDA**

At 7:00 PM, Supervisor Rose called to order the Joint Town & Village Hearing & Meeting, scheduled for Thursday, January 23<sup>rd</sup>, 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 town roll call, the following Board members were present:

Gary Rose, Supervisor  
James Welch, Councilman  
Doug DeRue, Councilman  
Brad Cook, Councilman  
Todd Pipitone, Councilman

Upon the village roll call, the following trustee members were present:

Rick Perry, Mayor  
Gina Luke, Trustee  
Timothy Denniston, Trustee  
Ronnie Leo, Trustee

Trustee Brian Parkison was excused for National Guard duty.

#### **ATTENDANCE**

Also in attendance: Village Clerk Rebecca Wetherby, Linda Valley, Gigit Graham, Kammy Catchman, Don Scanlon, Christine Mitchell, Highway Superintendent Mike Boesel, Casey Carpenter (Wayne Times), James Schuler, MA Williams, Gary LaBerge, Emma Falkenstein (MRB Group), and Julie Hartman

#### **PUBLIC HEARING**

The Town Clerk read the rules for conducting a public hearing.

#### **7:00 PM OPEN PUBLIC HEARING TO DISCUSS THE DRAFT OF THE JOINT TOWN & VILLAGE COMPREHENSIVE PLAN**

At 7:00 PM, Doug DeRue made the motion to open the public hearing.

Second: Todd Pipitone

Vote: 4 Ayes. Carried

Supervisor Rose asked if anyone would like to comment about the Town & Village of Palmyra Joint Comprehensive Plan.

Gigit Graham of Liberty St. had questions regarding a much-needed grocery store, residential apartments that should not be on the first floor in the business district, parks and other wants for Palmyra. Ms. Falkenstein from the MRB group took a moment to find each of the points in the Comprehensive Plan and explained that though our community may want or need a grocery store (page 59), it is not up to the village or town boards to force a business to come into our area if they do not want to. Enforcing code (page 50) to address the apartments is something they can help with, and the fact that the Comprehensive Plan is near adoption will help with obtaining grants for the other wish list items. She also explained that the village did in fact just receive a grant to help plan for an updated

village park (page 46). She also explained that we will need to prioritize funding and grants, and that an implementation committee should be formed to assist with this.

James Schuler of Rt 31, asked to speak regarding funding of these projects as he hopes that taxes will not be raised for these projects to happen.

Further discussion ensued and Councilman Cook stated that he felt the best way to move forward will be to adopt the plan and get the ball rolling. Trustee Leo asked if there could be some sort of rolling metric to show what is being spent and what we are being awarded.

With no further comments Supervisor Rose asked that the hearing be closed.

### **CLOSE HEARING**

Todd Pipitone made the motion to close the town hearing.

Second: Brad Cook

Vote: 4 Ayes. Carried

Gina Luke made the motion to close the village hearing.

Second: Gina Luke

Vote: 3 Ayes. Carried

### **OPEN TOWN BOARD MEETING**

Supervisor Rose mentioned that there will be a vote to accept/decline the Comprehensive Plan at the February 27<sup>th</sup>, 2025, Town Board Meeting and then at the March 3<sup>rd</sup>, 2025, Village Board Meeting.

Motion was made by Todd Pipitone to approve the minutes of the Town Board meeting which took place on December 30<sup>th</sup>, 2024, and the Organizational Meeting which took place on January 7<sup>th</sup>, 2025.

Second: Doug DeRue

Vote: 4 Ayes. Carried

### **GUEST SPEAKER**

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

**COMMUNICATIONS RECEIVED** None for 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 December 2024.

**2. Audit Assignments:** As discussed at the Organizational Meeting, the Audit forms were distributed and should be completed and presented at the February meeting.

A reminder that the audit teams are:

**Justices** – Doug DeRue & Supervisor Gary Rose

**Fiscal Officers** – Councilmen Brad Cook & Jim Welch

**Town Clerk & Tax Collector** – Councilmen Doug DeRue & Todd Pipitone

**3. Communication Tower:** The town was contacted by the county regarding the communication tower for 911. This is only in the very beginning stages of discussion as the current antenna is located on the water tank and the requested that the new one be free standing, and 220 feet. There are local laws to be examined, and there will be further conversation with CEO Pat Sheridan as well as our Attorneys Boylan Code.

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

**-Councilman James Welch**

**1. Highway Department report for January:**

### **HIGHWAY SUPERINTENDENT REPORT FOR TOWN BOARD MEETING 1/23/25**

Since the 12/30/24 Town Board meeting we have completed the following work:

- **Plowing/Sanding** – We’ve been busy this January with 33 trips out of the barn for the month, bringing our winter season total up to 62 total trips out of the barn.  
A comparison to this point of the past 5 winter seasons is below:
  - January 2024 – 31 trips.
  - January 2023 – 30 trips.
  - January 2022 – 49 trips.
  - January 2021 – 43 trips.
  - January 2020 - 57 trips.
- **Salt Orders** – So far for the month of January we have ordered 500 tons of salt. For the winter season we have received 1120 tons of our 2600-ton allotment, or approximately 45% of our allotment.
- **Salt Shortage?** – Salt deliveries have been an issue this month for most municipalities who get their salt from American Rock Salt in Mt. Morris. This includes every Town and Village in Wayne, Ontario, Livingston, Monroe and several other surrounding Counties. We have been working together to understand the issues at the salt mine, which is likely a combination of factors. If our current weather patterns remain consistent, I will likely have more to discuss regarding this potential issue. After a phone call to the mine, we recently received our salt order and are currently relatively full of material.
- **Winter Challenges** – This January has been challenging for the crew on many levels as we’ve returned to a more traditional winter compared to the last couple years. I’d like to recognize the crew for their efforts. We’ve had 3 new employees plowing in the Town and 1 new in the Village. We’ve been operating down one employee and one truck all month. Most of the crew has been sick for extended days this month, but all still buckled down, ran their truck/plow route then returned home to rest.
- **Personnel** –
  - Seth Pulcini ended work with us on Friday 1/3/24. Since then, we have been exploring our prior applicants and best options to move forward. I intend to have more information very soon.
  - Ethan Reinwald – This past week, we welcomed back Ethan for his 2<sup>nd</sup> internship with us. Ethan is currently a senior at Pal-Mac. The internship is thru Wayne/Finger Lakes Boces Program.
- **Fleet Maintenance** – Over the past 30 days of snow plowing we continue with general maintenance on the entire fleet after each plow run. We hope to soon start to bring in various 'summer'-related pieces of equipment for their annual servicing and maintenance work.
- **CHIPs Funding** – Our annual Advocacy Day in Albany is coming up on Wednesday March 5<sup>th</sup>. We have been very successful over the years. Earlier this week, the Governor released her budget which proposes to keep all our local funding programs flat for the upcoming fiscal year.

However, it contains an \$800M increase for NYS DOT, but no increased funding for town highways or bridges despite continued growth in construction and supply costs.

- **Village Budget** – It's budget season in the Village and I have my first budget meeting coming up soon. The Town/Village Highway Contract is also due for re-negotiation later this year.

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

Mr. Boesel wanted to recognize both the Town and Village crews as it had been a rough month with all the extra snowfall, sickness, being shorthanded, and the fact they are still down a truck.

### **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 December 2024.

**2. Town Clerk Report for January:**

#### **TOWN CLERK OFFICE REPORT TO THE BOARD JANUARY 2025**

All four Petty Cash drawers were balanced to the penny (and are done so on a regular basis) and the memo is included with this monthly report. I balanced clerk's checkbook, tax accounts, and all year end bank statements. The comptroller recommended audit check lists are being made available to the town board members this evening. Required clerks and vital record reports have been sent to the state.

A new list of unpaid licenses has been forwarded to the animal control officer (per her request) and she will issue court appearance tickets. Through dog licensing in December, we sold 44 licenses totaling \$350.00, misc sales - marriage licenses; hunting/fishing, vital record requests, EZ Pass, code enforcement, etc-added an additional \$1,123.42. Total check disbursements for the month of December were \$1,473.42.

In January we are focused on Town & County Tax collection. So far, we have collected \$1,316,712.89 of the \$5,695,591.32 tax warrant. We will expect an additional ½ of the warrant to be paid soon before month end!

Amanda and Heidi are doing a wonderful job as always, and I want to thank them for all their hard work and dedication!

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**MEMO TO:** Palmyra Town Board  
**FROM:** Irene Unterborn, Town Clerk/Tax Collector  
**DATE:** January 23, 2025  
**RE:** Reconciling of Town Clerk Funds

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As per request of the Town Board a few years ago (to be continued annually), the following collection drawers (cash used for change, etc) were reconciled on January 22, 2025:

**Town Clerk** drawer currently has \$100.00 (is also reconciled daily at closing)

**Water Collection** drawer currently has \$100.00 (is also reconciled at least twice weekly, before deposits)

**Tax Collection** drawer currently has \$100.00 (is also reconciled daily during both School and Town/County tax collection)

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**Petty Cash Fund** also has \$200.00 allocated. This money is locked in a drawer at the office and used only when incidental cash purchases have been made (such as postage when sending something by certified mail or Thruway tolls to and from an approved seminar, etc.). Each paper receipt is kept when cash is dispensed. A voucher is prepared twice a year—or more often—if cash gets low. This voucher itemizes all receipts and what department is to be charged for the cost.

On January 23, the Petty Cash drawer contained \$179.64 in cash, and \$20.36 in receipts, equaling the \$200.00 allocated for the **Petty Cash Fund**.

**Town Building and Grounds Committee:**

– Councilmen Cook & DeRue and Town Clerk Irene Unterborn

**1. Building Update:** The ceiling in large meeting room has been fixed, and when the weather breaks, they plan to meet to discuss specific projects.

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

- Councilman Todd Pipitone

**1. Comprehensive Plan:** The final version of the Joint Comprehensive Plan will be voted on at the February 27<sup>th</sup> regular town Board Meeting. As always though, you can view the latest information and meeting notes at [www.palmyrany.com/comprehensive-plan](http://www.palmyrany.com/comprehensive-plan) .

**2. CEO Report for January:** Code Enforcement Officer Pat Sheridan submitted a report to the Board Members that includes a list of building permits and certificates of December 20, 2024, through January 21, 2025.

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

**4. Minutes from Planning Board Meeting:** None for this month.

**5. Phone Systems:** Councilman Pipitone will be contacting T-Mobile to see what they have to offer by way of phone systems so that we have the information when it is time for replacements.

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

**1. Assessor's Report for January:**

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

Exemption renewals were mailed 12/31/2024 and they have been steadily being returned to the office.

The office has been busy with calls and in-person office visits.

There are 22 December sales. 7 Village and 15 Town sales. There were 3 parcel merge/split requests.

The following are the sales/transfers for December:

<b>December 2024 Sales/Transfers</b>						
<b>MAP #</b>	<b>HS #</b>	<b>STREET</b>	<b>**</b>	<b>SALE \$</b>	<b>SALE DATE</b>	<b>TAV 2024</b>
64111-15-607451	121	W Foster	**	0	12/9/2024	191,600
64111-12-958687	100	Throop	**	0/3	12/10/2024	12,300
64111-12-928696	100	Throop	**	0/3	12/10/2024	35,000
64111-12-929682	000	Throop	**	0/3	12/10/2024	800
64111-15-583424	140	W Foster	**	0	12/13/2024	164,600
64111-10-430659	124	Stafford	**	175,000	12/19/2024	110,400
64111-12-761611	313	Prospect	**	0	12/30/2024	103,000
64111-00-382888	2857	Quaker	**	70,000	12/4/2024	119,400
64110-00-614992	000	Route 21	**	60,000	12/5/2024	76,600
65113-00-292765	3571	Cole	**	140,000	12/5/2024	206,400



## JOINT HEARING &amp; MEETING

January 23, 2025

65112-00-139790	3451	Jeffery	**	0/2	12/9/2024	71,800
65113-00-168945	000	Parker	**	0/2	12/9/2024	41,000
66111-18-336200	4383	Route 31	**	223,000	12/13/2024	153,400
64112-19-531135	1865	Maple	**	272,000	12/16/2024	227,700
64112-00-401817	000	Macedon Center	**	200,000	12/18/2024	58,100
65111-00-216854	3031	N Creek	**	10,500	12/19/2024	97,800
64112-19-535217	1932	Maple	**	205,000	12/20/2024	167,800
66113-00-990362	2840	Cambier		140,000	12/20/2024	161,800
66111-00-723559	1400	Port Gibson	**	0	12/26/2024	164,100
65113-00-525860	3210	Route 21 N	**	0	12/30/2024	74,800
66111-00-938169	1087	Palmer	**	60,000	12/30/2024	59,700
64112-00-583578	2248	Maple	**	0	12/30/2024	257,800
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:** The Local Laws that are in the Town Clerks files have all been scanned. Supervisor Rose stated that the code office also needs to get ready for this and we will budget for it next year. Todd, Pat and Irene will meet to discuss the next steps in the next few weeks.

**GENERAL INFORMATION** None at this time

## TOWN AGENDA ITEMS

**1. Approve: All Town Reports for December 2024:** 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 December.

Second: Jim Welch

Vote: 4 Ayes. Carried

**2.Approve: Lease Agreement with the Wayne County Water & Sewer**

**Authority:** Todd Pipitone made the motion to approve the lease agreement with the WCWSA on behalf of the North Sewer District, Division St Sewer District, Southwest Quadrant Sewer District, Stafford Rd Sewer District No 1, Stafford Rd Sewer District No 1 Extension, and new sewer districts/improvement areas to be formed utilizing the Regional Treatment Plant.

Second: Jim Welch

Vote: 4 Ayes. Carried

**3. Approve: Purchase of Computer for Supervisors Office:** Todd Pipitone made the motion to approve purchase of computer for Supervisors office, not to exceed \$1,200.00. This is a budgeted item.

Second: Doug DeRue

Vote: 4 Ayes. Carried

**4.Approve: Supervisor to Sign Fuel Facility Property Agreement with Pal-**

**Mac CSD:** Todd Pipitone made the motion to approve the Supervisor to sign the Fuel Facility Property Agreement with Pal-Mac CSD. Please note that the operation of it will continue to be governed by the separate intermunicipal agreement of 1994, and that this agreement will memorialize the intent to return the 0.2 acre of land (65111-05-076754) including all fuel tanks, pumps and canopy, back to the Town of Palmyra in 2035. This has been reviewed by Boylan Code, Attorneys, as well as the school attorney.

Second: Brad Cook

Vote: 4 Ayes. Carried

**MOTION TO APPROVE TOWN CLAIMS AND EXPENDITURES**

Todd Pipitone made the motion to approve the January 2025 Vouchers #2025-1 through #2025-106, totaling \$187,267.04, as noted below:

Second: Doug DeRue

Vote: 4 Ayes. Carried

**Abstract Total of Vouchers Un-Paid:**

GENERAL FUND	\$ 76,623.14
PART TOWN	\$ 11,085.84
DA HIGHWAY	\$ 75,137.83
DB HIGHWAY	\$ 15,109.60
HYDESVILLE WATER	\$ 4,552.05
GARNSEY-SHILLING WATER	\$ 85.16
TRUST CUSTODIAL	\$ 782.40
<b>Total</b>	<b>\$ 183,376.02</b>

**Abstract Total of Vouchers****Pre-Paid:**

GENERAL FUND	\$ 3,496.10
PART TOWN	\$ 183.95
DA HIGHWAY FUND	\$ 185.40
DB HIGHWAY FUND	\$ 25.57
<b>Total</b>	<b>\$ 3,891.02</b>

**ADJOURN MEETING**

At 7:39 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Doug DeRue

Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn  
Palmyra Town Clerk

Rebecca Wetherby  
Palmyra Village Clerk

**REGULAR TOWN BOARD MEETING**  
**Thursday February 27, 2025, at 7:00 PM**  
**Palmyra Town Hall**