

VILLAGE OF PALMYRA BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
REGULAR MEETING
December 2, 2013 7:00 p.m.

ROLL CALL: Present: Mayor Piccola, Trustees Husk, Luke Nolan and Perry and Attorney Williams.

PLEDGE OF ALLEGIANCE

SWEARING IN/TRUSTEE: *Note: Trustee Luke took the Oath of Office just prior to the meeting.

ANNUAL ORGANIZATIONAL MEETING: Motion Trustee Perry, second by Trustee Nolan to adopt the following annual organizational assignments, except where noted, all terms shall run through December 1, 2014.

BE IT RESOLVED that the Board of Trustees reestablishes the following trustee liaisons for a period of one year from 12/2/2013 through 12/1/2014. Each chairperson shall designate a board member who shall assume committee responsibility in the absence of the chairperson. Positions shall be decided by motion and majority of the Village Board. Majority shall be considered three (3) votes.

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|---|-------------------------|
| 1. Audit | Trustee Luke |
| 2. Buildings & Grounds (Marina, Village Hall, Park & Club Rooms, Flagpole Trails) | Trustee Husk |
| 3. Fire Department | Trustee Perry |
| 4. Personnel | Trustees Husk and Nolan |
| 5. Planning and Zoning | Trustee Perry |
| 6. Revitalization & Economic Development | Trustee Luke |
| 7. Streets, & highway | Mayor Piccola |
| 8. Water & Sewer | Trustee Nolan |
| 9. Youth & PCC | Trustee Luke |
| 10. Celebrations & Special Events, Seniors | Trustee Luke |
| 11. Preservation | Trustee Perry |
| 12. Veterans | Trustee Husk |

CLERK Mayor Piccola previously appointed Alicia M. Lynch, as CLERK TREASURER,
TREASURER appointment for a period of two years from December 3, 2012 through December 1, 2014.

TAX Mayor Piccola previously appointed Alicia M. Lynch, as TAX COLLECTOR,
COLLECTOR as part of the duties of the CLERK TREASURER'S two year term.

ACTING Mayor Piccola appointed William Abbott, as acting POLICE JUSTICE
JUSTICE: for a period of one year from December 2, 2013 ending December 1, 2014 as per Village Law 3-301, Section 2z and Note 5 of Revision 1992, Section 8. Appointment is made by the Board of Trustees, with Justice approval.

COURT Mayor Piccola appointed Patricia Peterson, COURT CLERK, for a period of one
CLERK: year December 2, 2013 ending December 1, 2014 as per Village Law 4-400, Sub. Para. C, ii. with Justice approval.

VILLAGE Mayor Piccola appointed Arthur B. Williams, as Village Attorney, for a period
ATTORNEY: of one year from December 2, 2013 ending December 1, 2014.

HEALTH Mayor Piccola appointed Dr. Malcolm Riggs, MD, as HEALTH OFFICER
OFFICER: as previously established and shall run through December 1, 2014.

REGISTRAR Mayor Piccola appointed Lynne Green, Town Clerk, REGISTRAR FOR
VITAL VITAL STATISTICS from December 2, 2013 ending December 1, 2014.
STATISTICS:

ANIMAL Mayor Piccola appointed Gary Rose as ANIMAL CONTROL OFFICER
CONTROL from December 2, 2013 ending December 1, 2014.
OFFICER:

VILLAGE Mayor Piccola appointed Beth Hoad, VILLAGE HISTORIAN, for a period
HISTORIAN of one year from December 2, 2013 ending December 1, 2014.

**PLANNING/
ZONING
PRESERVATION
BOARDS:** Mayor Piccola moved the appointment of Tim Denniston as chair of the Zoning Board of Appeals, November 30, 2014 term through November 30, 2016.

Note: Previously appointed:
* John Goodspeed, term through November 30, 2018.
* Dave Nagle term through November 30, 2016.
* Dennis Shaffer term through November 30, 2016.
* Edward Perkins term through November 30, 2015.
Alternates: Two Vacancies.

Mayor Piccola moved the appointment of David Morrell, as Chair of the Planning Board through November 30, 2014 term through November 2015.

Note: Previously appointed:
* Jennifer Voss term through November 30, 2014.
* Joe St. Thomas, term through November 30, 2015.
* Chris Tome, term through November 30, 2016.
*Member: One vacancy.
Alternates: Two Vacancies.

Mayor Piccola moved the appointment of Eleanor Drake, as Chair of the Preservation Board through November 30, 2013 term through November 2017.

Previously appointed:
* Christine Daly term through November 30, 2017.
*Michael Haskins term through November 30, 2014.
*James Elliott term through November 30, 2014.
*Rebecca Remington through November 30, 2015.
Alternate:
* Tim Kurek term through November 30, 2015.
* Victoria W. Daly through November 30, 2016.
Volunteer consultant: Mark Vande.

**YOUTH
COMMISSION:** Mayor Piccola advised that, upon recommendation of the Board of Directors of the Palmyra Community Center, he re-establishes the following officer positions on the YOUTH COMMISSION, election of said officers to be conducted in March:

1. President Tom Hickey
2. Vice-president Maureen Denniston
3. Secretary Laurie Lawrence
4. Treasurer John Morrissey

**FIRE DEPT.
OFFICIALS:** Mayor Piccola advised, on recommendation of the Palmyra Fire Company, Inc. that the following appointments have been made:

1. Fire Chief Warren Frederick
2. First Asst. Chief John Pieters
3. Second Asst. Chief Jason Dickinson
4. Third Asst. Chief Robert Devlin

**BANK
DEPOSITORY** Community Bank N.A. shall be the depository for funds of the village; the Village of Palmyra shall utilize the services of said bank regarding Village investments, however, the services of various other banks may also be utilized from time to time, at the discretion of the Village Board.

**INVESTMENT
COUNSELORS:** Roy McMaster, Capital Market Advisors, shall be utilized by the Village Board of Trustees as Investment Counselor for the Village of Palmyra.

**OFFICIAL
NEWSPAPER:** *The Times of Wayne County* shall be approved as the official newspaper for the Village and the *Messenger Post* to serve as a secondary official newspaper to bring such legal notices, statements, notices for bids and other legal notices for the ensuing year to the attention of the citizens for the Village of Palmyra.

**EMPLOYEE
BONDS:** Bonds shall be provided by Van Parys Associates for the following bond amount for employees set by the Board: To cover the Village part-time clerks, bond amount of \$57,500 and Clerk Treasurer/Tax Collector, bond amount of \$646,000 and \$5,000 per all the employees.

**SPECIAL
MEETINGS
& HOLIDAYS** In the case of special meetings, the Village official newspaper will be notified and notification of such shall be posted on Village Hall as far in advance as possible. Office hours are Monday through Friday, 9:00 am through 5:00 pm. The office shall be closed on the following holidays:

1. Christmas (Dec. 25, 2013)
7. July 4, 2014

2. Day after Christmas (Dec. 26, 2013)
3. New Year's Day (Jan. 1, 2014)
4. Martin Luther King (Jan. 20, 2014)
5. Good Friday (April 18, 2014)
6. Memorial Day (May 26, 2014)
8. Labor Day (Sept 1, 2014)
9. Columbus Day (Oct. 13, 2014)
10. Veterans' Day (Nov. 11, 2014)
11. Thanksgiving (Nov. 27, 2014)
12. Day after Thanksgiving (Nov. 28, 2014)

RULES OF PROCEDURE: N. Y. Village Law, the Local Laws of the Village of Palmyra and the following rules of procedure are hereby adopted as guidelines to the Village Board of Trustees meeting. The Board of Trustees reserves the right to enact any and all of the stated rules of order should it be deemed necessary.

RESOLUTION: MOTION TO SET STANDARD WORK DAYS: Motion was made by Trustee , second by Trustee to adopt the following standard work day resolution:

The Village Board hereby re-establishes the following hours to be recognized as a normal standard working day for the corresponding positions:

<u>Positions</u>	<u>Std. Work Day</u>	<u>Term Expiration</u>	<u>Avg Days</u>
<u>Worked/Month</u>			
Attorney	6	12/1/2014	3.1
Court Clerk	6	12/1/2014	10
Clerk Treasurer	6	12/1/2014	20
Village Justice	6	12/1/2014	11.47
Acting Village Justice	6	12/1/2014	10 days/qtr.
Village Trustee	6	12/5/2016	1

Vote, 4 ayes. CARRIED.

REGULAR MEETINGS: The regular meetings of the Board of Trustees of the Village of Palmyra shall be held at 7:00 pm. on the First and Third Monday, in the months of October through May, the Board will meet on the first Monday night of the month only for the months of June through August, and the second Monday only for the month of September with the exception that any holidays which may fall on the above dates will automatically move the regular meeting night to the following Monday in the month. The Village Clerk will prepare a written agenda for each Village Board meeting following the same guidelines as resolved in previous years.

QUORUM: A quorum shall be required to conduct business. A quorum of the (5) five member Board of Trustees shall be (3) three. In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

EXECUTIVE SESSIONS: Executive sessions shall be held in accordance with the NYS Public Officers Law 105. All executive sessions shall be commenced in a public meeting.

AGENDAS: The agenda shall be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. When possible, items for the agenda shall be given to the Clerk by the Friday preceding the meeting by 12 Noon, however, items may be placed on the agenda at anytime, including during the meeting.

VOTING: Pursuant to Village Law each member of the Board shall have one vote. The Mayor may vote on any matter but must vote in case of a tie.

A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State law.

An abstention, silence or absence shall be considered a negative vote for the purposes of determining the final vote on a matter.

MINUTES: Minutes shall be taken by the Clerk. Minutes shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes shall be taken at executive session of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law.

Minutes shall also include the following:

- Name of the Board
- Date and time of meeting
- Notation of presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment
- Name and title of other village officials and employees present
- Record of communications presented to the Board
- Record of reports made by Board or other village personnel
- Time of adjournment
- Signature of Clerk or person who took the minutes if not the Clerk.

Minutes shall not contain a summary of the discussion leading to action taken or include verbatim comments unless a majority of the Board shall resolve to have the Clerk not to do so. Minutes shall be approved at the next board meeting whenever possible. Amendments to the minutes shall require Board approval.

ORDER OF BUSINESS:

- Call to Order
- Roll call
- Approval of minutes of previous meeting
- Approval of abstract (second meeting of the month)
- Correspondence/Announcements
- Trustee Reports
- Old/New Business
- Public Session
- Adjournment

GENERAL RULES OF PROCEDURE:

The Mayor shall preside at meeting. In the Mayor's absence the Deputy Mayor shall preside. The presiding officer may debate, move and take other action that may be taken by other members of the Board. Motions to close or limit debate may be entertained but shall require a two-thirds vote.

GUIDELINES FOR PUBLIC COMMENT: The public shall be allowed to speak during the Public Comment period of the meeting or at such other time as a majority of the Board shall allow.

All remarks shall be addressed to the Board as a body and not to any member thereof. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Interested parties or their representatives may address the Board by written communications.

GUIDELINES FOR USE OF RECORDING EQUIPMENT: All members of the public and all public officials are allowed to tape or video record public meetings. Recording is not allowed during executive sessions. The recording shall be done in a manner which does not interfere with the meeting. The mayor may make the determination that the recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations of the Village Board, size of the equipment and the ability of the public to still participate in the meeting. If the mayor make the determination that the recording is intrusive and has the effect of interfering with the meeting, the mayor may request an accommodation to avoid the interference and if not complied with ask the individual to leave the meeting room.

ADJOURNMENT: Meetings shall be adjourned by motion.

AMENDMENTS TO THE RULES OF PROCEDURE: The foregoing procedures may be amended from time to time by a majority of the Board.

Voting as follows:

Mayor Piccola	aye	Trustee Husk	aye
Trustee Luke	aye	Trustee Nolan	aye
Trustee Perry	aye		

Vote: 5 ayes. CARRIED.

DEPUTY MAYOR: Mayor Piccola appointed Trustee Husk to continue in his role as Deputy Mayor.

BUDGET OFFICER/POLICE COMMISSIONER: As per N.Y. Village Law, Deputy Mayor Husk announced the following appointments:

1. Budget Officer Mayor Piccola
2. Police Commissioner Mayor Piccola

PUBLIC HEARINGS: Mayor Piccola asked the Clerk Treasurer to read the following legal notice for the public hearings:

LEGAL NOTICE
VILLAGE OF PALMYRA
NOTICE OF
PUBLIC HEARING
ON PROPOSED LOCAL LAWS

NOTICE IS HEREBY GIVEN, that there has been introduced before the Village of Palmyra two proposed local laws, which, if adopted would amend Chapter 139 of the Village code entitled Peddling and Soliciting and Chapter 189 entitled Water.

NOTICE IS FURTHER HEREBY GIVEN that, pursuant to section 20 of the Municipal Home Rule Law, the Village Board will hold a public hearing on the 2nd day December, 2013 at the Palmyra Village Hall, 144 East Main Street, Palmyra, NY beginning at 7:00 p.m. for the purpose of hearing comments for or against the adoption of the proposed local law.

Any person may appear in person or by representative. Copies of the proposed local laws may be examined in the Village Clerk's office during normal business hours.

Dated: November 18, 2013

By Order of the Village Board of the Village of Palmyra

Alicia M. Lynch
Village Clerk

CALL TO ORDER: Mayor Piccola called the public hearing to order for Local Law #4 Chapter 89 Water. As there were no comments from the public, Mayor Piccola closed the public hearing on Local Law #4 and opened the public hearing for Local Law #5 Peddling and Soliciting. Again, as there were no comments from the public, motion was made by Trustee Luke, second by Trustee Nolan closed the public hearing on Local Law #5, Peddling and Soliciting. Vote, 4 ayes. CARRIED.

NEW/OLD BUSINESS:

PALMYRA MACEDON FIRE DEPT. MUTUAL AID: Mayor Piccola recapped discussions on mutual aid and dual tone outs between the Village and Macedon and Port Gibson. Mayor Cramer from Macedon concurred with Mayor Piccola but she was told by the County that a written agreement will eventually have to be put in place. Chief Frederick will report back once the stipulations/boundaries are put in place. Mayor Piccola confirmed the Village will formalize the agreement only after the boundaries have been mapped out and agreements have been arranged with all departments.

REGULAR MEETING

APPROVAL OF MINUTES: Motion was made by Trustee Husk, second by Trustee Nolan to approve the minutes from November 18, 2013 as submitted. Vote, 4 ayes. CARRIED.

APPROVAL OF VOUCHERS: Motion was made by Trustee Nolan, second by Trustee Husk to approve payment of Abstract 7A, vouchers 505-535 for \$198,745.26. Vote, 4 ayes. CARRIED.

CORRESPONDENCE/ANNOUNCEMENTS/INFORMATION

- Budget reports were distributed to dept. heads
- Budget Calendar
- NYS Public Service Commission: re. their winter outreach and education campaign
- Election results
- MRB Open House

TRUSTEE REPORTS

Trustee Husk reported that he has been in touch with Scott Seltzer about getting the union contract negotiations started.

For Buildings and Grounds, there has been a problem with the roof leaking once again at the Fire Hall, in fact it ruined one of the computer monitors. Supt. Hopkins has looked into it and will be moving forward with installing a trussed roof, much like the one installed on the water plant's garage and office.

Trustee Luke – no report.

Trustee Nolan – no report.

Trustee Perry - no report.

Attorney Williams - no report.

Mayor Piccola deferred to Supt. Boesel to give a brief report, touching on snow removal and leaf pickup. We are ready to move with the boat project weather dependent. Dry hydrant project at the Port of Palmyra should also be done next week.

NEW/OLD BUSINESS (cont.):

PROPERTY TAX CAP: Motion was made by Trustee Perry, second by Trustee Husk 4111 to set a public hearing for December 16th for Local Law #6, 2013, Tax Cap Override law. Vote, 4 ayes. CARRIED.

RESOLUTION: CONTRACT WITH COUNTY-NUTRITION SITE RENTAL
Motion was made by Trustee Nolan, second by Trustee Luke to authorize the mayor to sign the yearly contract with the County for leasing of the Nutrition Site/Senior Center. Vote, 4 ayes. CARRIED.

HIGHWAY SOFTWARE PROPOSAL: Supt. Boesel gave a brief presentation on a software update he needs in the office for the time cards. He has been working with Beth Laffey, Artisan Software Consulting LLC. It would save time in the office of the Clerk Treasurer 4as well. Motion was made by Trustee Perry, second by Trustee Nolan to transfer \$2250 from A19904. Contingency to A1640.4 Central Garage, Contractual to be used for the software update for the Highway Dept.; the other half is expected to be paid by the Town. Vote, 4 ayes. CARRIED.

LOCAL LAW #4: Motion was made by Trustee Perry, second by Trustee Nolan to approve Local Law #4 Water; which amends our chapter on Water by clarifying the requirements for use of polyethylene service lines. Vote, 4 ayes. CARRIED.

LOCAL LAW #5: Motion was made by Trustee Perry, second by Trustee Nolan to approve Local Law #5 Peddling and soliciting, which amends our chapter by inclusion of a description of Soliciting in 139-2 and allows applicant's to provide other suitable picture IDs if they do not have a driver's license in 139-4. Vote, 4 ayes. CARRIED.

ADJOURNMENT: Motion by Trustee Husk, second by Trustee Luke, to adjourn at 7:55 p.m. Vote, 4 ayes. CARRIED.

Respectfully submitted,

Alicia M. Lynch
Clerk Treasurer