

**TOWN OF PALMYRA
ANNUAL ORGANIZATIONAL MEETING
JANUARY 7, 2020**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Organizational Meeting, scheduled for Tuesday, January 7, 2020, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

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
Todd J. Pipitone, Councilman
Bradley Cook, Councilman
Mike Lambrix, Councilman

ATTENDANCE

Also attending was: Al Kalfuss (Fingerlakes Ambulance), Mike Catalano (WC EMS Rep.), Pat Sheridan (CEO), Betsy Lewis (Historian), Mike Boesel (Highway Superintendent), and Joan Gates (Assessor).

COMMUNICATIONS

There were no official communications.

SPECIAL GUESTS

Town Historian, Betsy Lewis: Newly appointed Town Historian Betsy Lewis discussed with the board her desire to create a Palmyra Historian Facebook page. Her plan is to use this to post information and graphics, and to open discussion about Palmyra's rich history. The historian will constantly monitor the page and remove any negative comments that may

occur. It was suggested that she check the current Town of Palmyra page to see if history could become part of it, or if history should indeed be a separate page.

Albert Klafass, Chief Exec. Director FLA: The newly appointed Director of Finger Lakes Ambulance visited to answer any questions with regards to the services provided to our town. He reported that though he is a 28 yr veteran of EMS, he is new to his current position and still assessing the operation. He did state that FLA had over 10,000 calls last year, with 876 in the Town of Palmyra. Of all those calls, only 72 had called for mutual aid. Supervisor Miller and Mr. Klafass plan to meet soon to discuss what has happened in the past, and what may be possible in the future.

Mike Catalano, EMS Advisory Board: Mr. Catalano stated that from Mr. Klafass' comments, he was glad to see that patient care will still come first, and added that he thought perhaps inviting Rick Perry, from the Village Board, to the meeting would be beneficial when discussing a home base for FLA at the Village Fire Hall.

SUPERVISOR APPOINTMENTS

The following appointments were designated and announced by the Town Supervisor Ken Miller:

Deputy Supervisor	James T. Welch
Clerk to Supervisor	Petra Anderson

TOWN BOARD LIAISON APPOINTMENTS

Supervisor Miller announced there would be slight changes from 2019 to his liaison appointments for 2020:

- **Public Works:** Councilman James Welch – Highway Department, Equipment and Facilities
- **Town Development:** Councilman Mike Lambrix –IT & Phones, Fire Protection Contracts, and Strategic Plans
- **Government Operations:** Councilman Todd Pipitone – Assessor, Youth & Aging, Code Enforcement/Planning Board, and Justices.
- **Human Services:** Councilman Bradley Cook - Town Clerk, Archives, and Town Hall Facility.
- **Supervision:** Supervisor Ken Miller – Animal Control, Human Resources, Historian, and Finance

OTHER ACTION ITEMS:

1. Approve Staff Appointments: Mike Lambrix made the motion to approve the below list of Town of Palmyra Staff Appointments for 2020, retroactive to January 1st, 2020, as budgeted and approved in 2020 budget.

Second: Jim Welch

Vote: 4 Ayes. Carried

<u>TITLE</u>	<u>NAME</u>
Deputy Supervisor:	James Welch
Budget Officer:	Kenneth F. Miller
Town Historian:	Betsy Lewis
Town Constable:	Gary Rose
Zoning Enforcement Officer & Building Inspector:	Patrick Sheridan
Deputy Zoning Enforcement Officer & Building Inspector:	Robert Grier
Secretary to Code Enforcement Officer:	Julie Hartman
Animal Control Officer & Rabies Responder:	Gary Rose
Deputy Animal Control Officer:	Michelle Rose
Deputy Town Clerk:	Heidi V. Jarvis
Part-time Clerk/Record Co-ordinator:	Sheelah Zink
Office Clerk per diem	Joan M. Shaffer
Records Management Officer:	Irene E. Unterborn
Clerk to the Supervisor:	Petra Anderson
Part-time Clerk to the Book Keeper	Julie Hartman
Registrar (4 yrs-thru December 31, 2023)	Irene E. Unterborn
Deputy Registrar:	Heidi V. Jarvis
Deputy Highway Superintendent:	Michael Paul
Bingo Inspector:	Robert Grier
Health Officer (4 yr-thru Dec 31, 2023):	Daniel Harris, MD
Court Clerk:	Patricia Peterson
Appointed Assessor:	Joan Gates
Secretary to the Assessor:	Julie Hartman
Clerk to Highway Superintendent:	Sandy Fabrizio
EMS Advisory Board Representative (12/31/2020)	Mike Catalano
Wayne County Fire Advisory Board (12/31/2020)	Ron Hickman
Special Counsel	Boylon Code, Attorneys at Law
Special Counsel & Deputy Town Attorney	John Morell

2. Approve Salaries: Todd Pipitone made the motion to approve salaries for the Supervisor, Councilpersons, Town Clerk, Highway Superintendent, Justices, Full and Part-time Staff as budgeted and approved in the 2020 budget.

Second: Jim Welch

Vote: 4 Ayes. Carried

3. Authorize Petty Cash Amounts: Mike Lambrix made the motion to authorize the following petty cash in the Town Clerks Office:

Petty Cash funds - **\$200**
Town Clerk's Office Drawer - **\$100**
Water Payments Collector - **\$100**
Tax Collector (School & Town/County) - **\$100 each**

Second: Jim Welch

Vote: 4 Ayes. Carried

4. Designate Official Newspaper: Mike Lambrix made the motion to designate the *Times of Wayne County* as the town's official newspaper for 2020.

Second: Brad Cook

Vote: 4 Ayes. Carried

5. Designate Official Board Meeting Nights: Todd Pipitone made the motion to designate the following dates as meeting nights for the Palmyra Town Board for 2020:

- 2nd Tuesday of month, at 7 p.m. - Workshop and/or business meeting— as needed
- 4th Thursday of month, at 7 p.m. - Regular business meeting at the Palmyra Town Hall with the following exceptions:
 - Regular business meetings in April & October to be held in East Palmyra.
 - November 2020 meeting will be on Tuesday the 24th.
 - December 2020 meeting will be on Tuesday the 29th.

Second: Mike Lambrix

Vote: 4 Ayes. Carried

6. Designate Official Depositories: Mike Lambrix made the motion to designate Canandaigua National Bank and Community Bank, NA as Official Town Depositories.

Second: Jim Welch

Vote: 4 Ayes. Carried

7. Pre-payment of Specific Items: Mike Lambrix made the motion to authorize the following items to be paid prior to the monthly board meetings: Utilities, Hospitalization, Payrolls, Postage, Disability Insurance, Social Security, Credit Cards and Retirement.

Second: Jim Welch

Vote: 4 Ayes. Carried

8. Agreement to Spend Town Highway Funds-2020: Jim Welch made the motion to approve the *Agreement to Spend Highway Funds* “pursuant to the provisions of section 284 of the Highway Law,...monies levied and collected for the repair and improvement of highways...” The sum totaling \$537,711.00 may be expended for general repairs upon 47.10 miles of town highway.

Second: Brad Cook Vote: 4 Ayes. Carried

This agreement will be **ATTACHMENT A.**

With no changes to the previous year’s following agenda items, Todd Pipitone made the motion to approve items #9 thru #11 all at one time for 2020.

Second: Jim Welch Vote: 4 Ayes. Carried

Todd Pipitone then made the motion to approve the actual following policies with no changes from last year:

- 9. Resolution #1-2020:** Adopt Rules of Procedure for 2020
- 10. Resolution #2-2020:** Approve Purchasing Policy and Procedures
- 11. Resolution #3-2020:** Approve Investment Policy

Second: Brad Cook Vote: 4 Ayes. Carried

Resolutions #1, #2, & #3-2020, will be **ATTACHMENTS B, C, & D.**

12. Approve: Holidays for Town Employees for 2020: Todd Pipitone made the motion to approve the following holidays for full time employees.

Second: Brad Cook Vote: 4 Ayes. Carried

New Years Day	Wednesday, January 1st
Presidents Day	Monday, February 17 th
Good Friday	Friday, April 10 th
Memorial Day	Monday, May 25 th
Independence Day	Friday, July 3rd
Labor Day	Monday, September 7th
Columbus Day	Monday, October 12 th
Veterans Day	Wednesday, November 11 th
Thanksgiving Day	Thursday, November 26 th
Day after Thanksgiving	Friday, November 27 th
Christmas Eve	Thursday, December 24 th
Christmas Day	Friday, December 25 th

13. Approve: Authorization for Check Signing: Todd Pipitone made the motion to allow Ken Miller or James Welch to sign checks on behalf of the Town of Palmyra.

Second: Brad Cook

Vote: 4 Ayes. Carried

14. Set Date for Audit of 2019 Town Financial Books: Mike Lambrix made the motion to have two board members visit each of the Town Court Justice Office, the Town Clerk’s office, and the Supervisors office, and to be assigned at the next meeting.

Second: Jim Welch

Vote: 4 Ayes. Carried

15. Establish Rate for Mileage Re-imbusement: Todd Pipitone made the motion to approve the current mileage re-imbusement of \$.575 per mile. (As per IRS rate for 2020)

Second: Mike Lambrix

Vote: 4 Ayes. Carried

16. Appoint: Board Representative to Wayne County Cable TV Council: Todd Pipitone made the motion to appoint Ken Miller as representative to the Wayne County Cable TV Council.

Second: Brad Cook

Vote: 4 Ayes. Carried

17. Approve: Resolution #4-2020 Official Undertaking of Municipal Officers: Todd Pipitone made the motion to approve Resolution #4-2020 Official Undertaking of Municipal Officers, as written

Second: Jim Welch

Vote: 4 Ayes. Carried

RESOLUTION #4-2020
TOWN OF PALMYRA
OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, Kenneth F. Miller, of the Town of Palmyra, County of Wayne, New York, has been elected to the Office of Supervisor of the Town of Palmyra, and

WHEREAS, Petra I. Anderson, of the Town of Palmyra, County of Wayne, New York, has been appointed to the Office of Bookkeeper of the Town of Palmyra, and

WHEREAS, Irene E. Unterborn, of the Town of Palmyra, County of Wayne, New York, has been elected to the Office of Town Clerk of the Town of Palmyra, and

WHEREAS, Irene E. Unterborn, of the Town of Palmyra, County of Wayne, New York, has been appointed to the Office of Town Tax Collector of the Town of Palmyra, and

WHEREAS, William E. Abbott and Terry C. Rodman, of the Town of Palmyra, County of Wayne, New York, have been elected to the Office of Town Justice of the Town of Palmyra, and

WHEREAS, Patricia O. Peterson, of the Town of Palmyra, County of Wayne, New York, has been appointed to the Office of Court Clerk of the Town of Palmyra, and

WHEREAS, Gary A. Rose, of the Town of Palmyra, County of Wayne, New York, has been appointed as Animal Control Officer, Constable and Rabies Responder for the Town of Palmyra, and

WHEREAS, Michael E. Boesel, of the Town of Palmyra, County of Wayne, New York, has been elected to the Office of Superintendent of Highways of the Town of Palmyra, and

NOW, THEREFORE, we, as respective officers and appointees above, do hereby undertake with the Town of Palmyra that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer or appointee, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor; and

This undertaking of the Bookkeeper is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Bookkeeper; and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and

This undertaking of the Town Justices is further conditioned that they will well and truly keep, pay over and account for all moneys and property coming into their hands as such Town Justices; and

This undertaking of the Court Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Court Clerk; and

The Town does and shall maintain insurance coverage, presently with National Grange Insurance Company, (Policy # F01415412Y), in the sum of \$2,000,000.00 each for the Supervisor and Book Keeper, and \$1,000,000.00 for the Town Clerk, to indemnify against losses through the failure of the officers, clerks and employees covered there under faithfully to perform their duties or to account properly for all moneys or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered there under.

Dated: January 7, 2020

18. Approve: Town Clerk to Attend Annual Conference: Brad Cook made the motion to approve the Town Clerk to attend Annual Town Clerk Conference April 26-29, 2020, in Albany NY, not to exceed \$900.00, including room, food, mileage and course fees. This is a budgeted item for 2020.

Second: Mike Lambrix

Vote: 4 Ayes. Carried

Noted: The entire amount needed to be approved so that the clerk could apply for scholarships by February.

INFORMATIONAL ITEMS:

1. New List of Board Members and Meeting Dates (ATTACHMENT E)

These are all found in the www.palmyrany.com website.

EXECUTIVE SESSION

At 7:36 PM, Mike Lambrix made the motion to enter into executive session to discuss an upcoming contract. There will be no final decision made when the board returns.

Second: Jim Welch

Vote: 4 Ayes. Carried

At 8:27 PM, Mike Lambrix made the motion to return from executive session.

Second: Brad Cook

Vote: 4 Ayes. Carried

Adjourn Meeting: At 8:28 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Jim Welch

Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

- ATTACHMENT A:** AGREEMENT TO SPEND HIGHWAY FUNDS
- ATTACHMENT B:** RESOLUTION #1-2020 ADOPT RULES OF PROCEDURE FOR 2020
- ATTACHMENT C:** RESOLUTION #2-2020 APPROVE PURCHASING POLICY AND PROCEDURES
- ATTACHMENT D:** RESOLUTION #3-2020 APPROVE INVESTMENT POLICY
- ATTACHMENT E:** LIST OF BOARD MEMBERS AND MEETINGS

NEXT REGULAR MEETING:
Thursday, January 23 2020, 7:00 P.M.
at the Palmyra Town Hall