

**TOWN OF PALMYRA
ANNUAL ORGANIZATION MEETING
JANUARY 7, 2014**

The Organization Meeting, scheduled to be held on Tuesday, January 7, 2014, at the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, Wayne County, New York, 14522, was called to order at 7:30 p.m. by Town Supervisor Kenneth F. Miller.

CALL TO ORDER

The following legal notice had been posted and published, announcing the meeting, according to law:

LEGAL NOTICE

*TOWN OF PALMYRA ORGANIZATIONAL MEETING
FOR THE YEAR 2014*

NOTICE IS HEREBY GIVEN, that the organizational meeting of the Town Board of the Town of Palmyra will be held on Tuesday, January 7, 2014, at 7:30 p.m. in the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York.

**LEGAL NOTICE
ANNOUNCING
ORGANIZATION
MEETING**

Dated: December 17, 2013

*Lyndall Ann P. Green
Palmyra Town Clerk*

**PLEDGE OF
ALLEGIANCE**

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

Upon roll call, the following Town Board members were present:

- Supervisor - Kenneth F. Miller
- Town Board Members - James Welch
- Todd J. Pipitone
- Michael Lambrix
- David Nussbaumer

ROLL CALL

There were no others present at this organizational meeting.

ATTENDANCE

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

- Deputy Supervisor - James T. Welch
- Clerk to the Supervisor - Petra Anderson

**APPOINTMENTS
MADE BY
SUPERVISOR**

COMMITTEE APPOINTMENTS

Supervisor Miller announced his appointments for 2014, having made changes to the traditional appointments:

**APPOINTMENTS
MADE BY
SUPERVISOR**

<u>Supervision</u>	Ken Miller	Animal Control, Historian, Finance
<u>Public Works</u>	Jim Welch	Highway Department, Equipment and Facilities
<u>Economic Development/Planning</u>	Todd Pipitone	Grounds, IT, Strategic Plans
<u>Government Operations</u>	Dave Nussbaumer	Assessor, Youth and Aging, Code Enforcement Fire Protection Contracts
<u>Human Services</u>	Mike Lambrix	Town Clerk, Archives, Justices

APPOINTMENTS AND SALARIES

**APPOINTMENTS
AND SALARIES
FOR 2014**

<u>TITLE</u>	<u>NAME</u>	<u>SALARY</u>
Deputy Supervisor:	James T. Welch	NONE
Budget Officer:	Kenneth F. Miller	NONE
Town Historian:	Beth Hoad	\$1,275/yr
Town Constable:	Gary Rose	NONE
Zoning/Code Enforcement Officer & Building Inspector:	Dan Wooden	\$47,754/yr
Deputy Zoning/Code Enforcement Officer & Bldg Inspector:	Bob Grier	\$14,857/yr
Animal Control Officer & Rabies Responder:	Gary Rose	\$9,180/yr
Deputy Animal Control Officer:	Michelle Rose	NONE
Deputy Town Clerk:	Irene E. Unterborn	\$14.28/hr
Receiver of Taxes:	Lynne Green	NONE
Deputy Clerk:	Celeste Finewood	\$12.51/hr

Office Clerk:	Joan M. Shaffer	\$10.67/hr
Records Management Officer:	Lyndall Ann P. Green	NONE
Records Mgmt. Coordinator:	Celeste Finewood	NONE
Clerk to the Supervisor:	Petra Anderson	\$40,136/yr
Registrar (4 yrs—through 2016):	Lyndall Ann P. Green	Fee Reimburse
Deputy Registrar:	Irene E. Unterborn	Fee Reimburse
Deputy Highway Superintendent:	Michael Paul	\$23.55/hr
Bingo Inspector:	Elmer VerPlank	\$15.00/occasion
Health Officer (4 yrs—thru 2017):	Malcolm Riggs, MD	Per Statute
Court Clerk:	Patricia Peterson	\$16,030/yr
Sole Assessor:	Elaine Herman	\$51,006/yr
Clerk to the Assessor:	Joan E. Gates	\$14.35/hr.
Clerk to Highway Supt:	Karen Yantz	\$14.58/hr

**APPOINTMENTS
AND SALARIES
FOR 2014**

Motion to approve the above-named appointments and salaries for 2014, all having been budgeted, was made by Todd Pipitone

Second: Jim Welch Vote: 5 Ayes. Carried.

**MTN: APPROVE
ABOVE
APPOINTMENTS
AND SALARIES
FOR 2014**

Motion to add the position of Tax Collector to the list of appointments was made by Dave Nussbaumer.

Second: Todd Pipitone Vote: 5 Ayes. Carried.

Tax Collector: Irene Unterborn NONE

**MTN: ADD
POSITION OF TAX
COLLECTOR TO
APPOINTMENT**

Dave Nussbaumer made the motion to approve the hourly rates for the following positions on the Town Highway Crew for 2014, having been budgeted:

Second: Jim Welch Vote: 5 Ayes. Carried.

<u>TITLE</u>	<u>HOURLY RATE</u>
Hourly rate for Town Highway Crew:	
Deputy Superintendent	\$23.09/hr
Equipment Operators	\$21.79/hr
Equipment Operator (new hire)	\$17.09/hr
Mower Operator	\$10.51/hr
Seasonal Help	\$9.00/hr

**MTN: APPROVE
FOLLOWING
HOURLY WAGE
POSITIONS AT
HIGHWAY
DEPARTMENT**

MTN: APPROVE ALL APPOINTMENTS RETROACTIVE TO January 1, 2014

Motion to approve the above-named appointments and salaries for 2014 and that all appointments and salaries are retroactive to January 1, 2014, was made by Dave Nussbaumer.

Second: Jim Welch

Vote: 5 Ayes. Carried.

OTHER ACTION ITEMS

- 1. **Petty Cash Funds:** Motion was made by Todd Pipitone to authorize petty cash funds and custodians for:

MTN: AUTHORIZE PETTY CASH FUNDS FOR TOWN OFFICES WITH REQUEST TO HAVE ALL PETTY CASH FUNDS RECONCILED BY JANUARY 31, 2014

- Petty Cash (\$100.00)
- Town Clerk’s Drawer (\$100.00)
- Water/Sewer Collection (\$100.00)
- Tax Collector - (\$100.00)

Motion was amended by Ken Miller to reconcile all four accounts by January 31st and that a statement should be provided to that effect.

Second: Dave Nussbaumer

Vote: 5 Ayes. Carried.

MTN: RATE FOR 2012 MILEAGE REIMBURSE AT \$.50 PER MILE

- 2. **Establish Rate for Mileage:** Motion was made by Mike Lambrix to set the rate for mileage reimbursement at \$.50 per mile for the calendar year 2014.

Second: Dave Nussbaumer

Vote: 5 Ayes. Carried.

MTN: APPOINT REPRESENTATIVE TO WAYNE COUNTY CABLE TV COUNCIL

- 3. **Appoint Board Representative to Wayne County Cable TV Council:** Motion was made by Dave Nussbaumer to appoint Ken Miller as Board Representative to the Wayne County Cable TV Council for 2014.

Second: Jim Welch

Vote: 5 Ayes. Carried.

MTN: NAME OFFICIAL TOWN NEWSPAPER FOR 2014

- 4. **Designate Official Newspaper:** Motion was made by Dave Nussbaumer to designate *The Times of Wayne County* as the Town’s official newspaper for the calendar year 2014.

Second: Todd Pipitone

Vote: 5 Ayes. Carried.

MTN: 2014 DATES FOR MEETING NIGHTS OF TOWN BOARD

- 5. **Designate Official Board Meeting Nights:** Motion was made by Jim Welch to designate the following dates as meeting nights for the Palmyra Town Board for 2014:

- 2nd Tuesday of the month at 7:30 p.m. –
Workshop and/or business meeting as needed
- 4th Thursday of the month at 7 p.m. –
Regular business meeting with the following exceptions:

--Regular business meetings in April & October—at East Palmyra Fire Hall
 --November 2014 meeting dates are the 6th and the 25th
 --December 2014 meeting dates are the 9th and the 30th

MTN: 2014 DATES FOR MEETING NIGHTS OF TOWN BOARD

Second: Dave Nussbaumer Vote: 5 Ayes. Carried.

6. **Official Town Depositories:** Motion by Todd Pipitone to designate the following as Official Town Depositories:

First Niagara Bank, N.A. Community Bank, N.A.

MTN: DESIGNATE OFFICIAL TOWN DEPOSITORIES

Second: Dave Nussbaumer Vote: 5 Ayes. Carried.

7. **Pre-payment of Specific Items:** Motion was made by Dave Nussbaumer to authorize the following Items to be paid prior to monthly Board meeting audit: Utilities, Hospitalization, Payrolls, Postage, Disability Insurance, Social Security and Retirement.

MTN: AUTHORIZE PRE-PAYMENT OF SPECIFIC ITEMS BEFORE MONTHLY TOWN BOARD MEETINGS

Second: Todd Pipitone Vote: 5 Ayes. Carried.

8. **Approve "Agreement to Spend Town Highway Funds" for 2014:** Motion was made by Jim Welch to approve the *Agreement to Spend Town Highway Funds* "pursuant to the provisions of Section 284 of the Highway Law, ...moneys levied and collected for the repair and improvement of highways..."

MTN: APPROVE "AGREEMENT TO SPEND TOWN HIGHWAY FUNDS" FOR 2013

Second: Dave Nussbaumer Vote: 5 Ayes. Carried.

The Supervisor and Board members signed the agreement. It is included with these minutes as Attachment A.

ATTACHMENT A

9. **Group Three Resolutions Into One Motion:** Supervisor Ken Miller requested grouping the following three resolutions together in one motion:

Resolution #1-2014--Adopt Rules of Procedure
Resolution #2-2014--Approve Purchasing Policy and Procedures
Resolution #3-2014--Approve Investment Policy

GROUP THREE RESOLUTIONS INTO ONE MOTION:

MTN: GROUP
THREE
RESOLUTIONS INTO
ONE MOTION:

Councilman Todd Pipitone made the motion to approve all three of these resolutions for 2014.

Second: Jim Welch

Vote: 5 Ayes. Carried.

RESOLUTION #1-
2014:ADOPT RULES
OF PROCEDURE IS
ATTACHMENT B

Resolution #1-2014 is included with these minutes as Attachment B.

Resolution #2-2014 is included with these minutes as Attachment C.

Resolution #3-2014 is included with these minutes as Attachment D.

RESOLUTION
#2-2014: APPROVE
PURCHASING
POLICY AND
PROCEDURES IS
ATTACHMENT C

RESOLUTION
#3-2014: APPROVE
INVESTMENT
POLICY IS
ATTACHMENT D

- 10. **Town Holidays for 2014:** Motion to approve the following holidays for Town employees for 2014, retroactive to January 1, 2014, was made by Dave Nussbaumer:

New Year's Day 2014	--	Wednesday, January 1 st
Presidents Day	--	Monday, February 17 th
Memorial Day	--	Monday, May 26 th
Independence Day	--	Friday, July 4 th
Labor Day	--	Monday, September 1 st
Columbus Day	--	Monday, October 13 th
Veterans Day	--	Tuesday, November 11 th
Thanksgiving Day	--	Thursday, November 27 th
Day after Thanksgiving	--	Friday, November 28 th
Christmas Day	--	Thursday, December 25 th

Second : Jim Welch

Vote: 5 Ayes. Carried.

MTN: APPROVE
TOWN HOLIDAYS
FOR 2014

- 11. **Authorized Signatures for Check Signing:** Motion was made by Dave Nussbaumer to authorize the following people to sign checks for the Town of Palmyra:

Kenneth F. Miller – OR – James T. Welch

Second: Todd Pipitone

Vote: 5 Ayes. Carried.

MTN: AUTHORIZE
SIGNATURES FOR
CHECK SIGNING

CLERK, CIOURT,
BOOKKEEPER TO
PREPARE
CHEKLIST FOR
BOARD MEMBERS
TO DO AUDIT OF
2013 FINANCIAL
RECORDS

- 12. **Set date for Audit of 2013 Town Financial Books:** It was decided to have teams of two Board members visit each of the Town Court Justices Office, the Town Clerk’s office and the Supervisor’s office. Each of these offices is to prepare a checklist by the January 23rd Town Board meeting, so the Board members can check off each item during the audit.

Those Board members who do the audits should then use the checklists and present their findings at the February 27th Town Board meeting.

Motion was made by Jim Welch to set February 27, 2014 as the date for the Town Board to report on the individual results of the audits of the 2013 financial books of the Town Court Justices, the Town Clerk, and the Supervisor.

MTN: HAVE AUDITS PRESENTED FOR APPROVAL AT 2/27/2014 TOWN BOARD MEETING

Second: Dave Nussbaumer Vote: 5 Ayes. Carried.

13. **Re-Appointment to Town Zoning Board:** Motion was made by Dave Nussbaumer to re-appoint Timothy Wizeman to the Town Zoning Board of Appeals, for a 5-year term ending on 12/31/2018.

MTN: RE-APPOINT TIMOTHY WIZEMAN TO ANOTHER 5-YEAR TERM ON TOWN ZONING BOARD OF APPEALS THRU 12/31/2018

Second: Todd Pipitone Vote: 5 Ayes. Carried.

14. **Re-Appointment to Town Planning Board:** Motion was made by Mike Lambrix to re-appoint David A. Pinkney to the Town Planning Board, for a 5-year term ending on 12/31/2018.

MTN: RE-APPOINT DAVID A. PINKNEY TO ANOTHER 5-YEAR TERM ON TOWN PLANNING BOARD THRU 12/31/2018

Second : Jim Welch Vote: 5 Ayes. Carried.

15. **Re-Appointment to Palmyra Board of Assessment Review:** Motion was made by Dave Nussbaumer to reappoint Derwent Jackson to the Palmyra Board of Assessment Review for a 5-year term ending on 9/30/2018.

MTN: RE-APPOINT DERWENT JACKSON TO ANOTHER 5-YEAR TERM ON PALMYRA BOARD OF ASSESSMENT REVIEW THRU 9/30/2018.

Second: Mike Lambrix Vote: 5 Ayes. Carried.

16. **Pre-Approve Attendance at Wayne County Clerks and Deputies Meetings in 2014:** Todd Pipitone made the motion to pre-approve attendance at the Wayne County Clerks and Deputies meetings—up to 6 meetings—fees and mileage reimbursement for 2014. Todd also requested a report of the topics for the monthly meetings be presented prior to the subsequent Board meeting, as a form of checks and balances.

MTN: PRE-APPROVE WAYNE CO. TOWN CLERKS 2014 MEETINGS ATTENDANCE PLUS REPORT OF TOPICS AT BOARD MEETINGS

Second: Dave Nussbaumer Vote: 5 Ayes. Carried.

17. **Approve Resolution #4—Set January 23, 2014 for Hearing of Local Law #1—Override Tax Cap for 2015 Town Budget:** Todd Pipitone made the motion to set Thursday, January 27th for the hearing of the following Local Law #1 of the Year 2014:

RESOLUTION #4 – SET 1/23/2014 FOR HEARING OF LOCAL LAW #1: OVERRIDE TAX CAP FOR 2015 TOWN BUDGET

RESOLUTION #4-2014

PROPOSED LOCAL LAW NO. 1
OF THE YEAR 2014

BE IT RESOLVED, that proposed Local Law No.1 of the year 2014, A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW 3-c, be given to the Palmyra Town Board, and

BE IT FURTHER RESOLVED that the Town Board hold a Public Hearing on said Proposed Local Law at the Palmyra Town Hall, 1180 Canandaigua Road, in the Town of Palmyra, New York at 7:00 p.m. on Thursday, January 23, 2014.

BE IT FURTHER RESOLVED that the Town Clerk publish, or cause to be published, a public notice in the official newspaper of the Town of said public hearing at least ten (10) days prior thereto, and

BE IT FURTHER RESOLVED that the Town Clerk post on the Town Hall bulletin board a public notice at least ten (10) days prior thereto.

DATED: January 7, 2014

BY ORDER OF THE PALMYRA TOWN BOARD

Second: Dave Nussbaumer

Vote: 5 Ayes. Carried.

A copy of Proposed Local Law No. 1 of the Year 2014 (the Resolution #5 of the Year 2014) will be posted and published in accordance with law, prior to the January 23rd Public Hearing.

18. **Approve: Consortium/Third Party Administration Agreement:**

A one-year agreement between Catherine A. Willmott, of Advanced Occupational Services, and the Town of Palmyra providing drug and alcohol testing services for employers, for Transportation Workplace Drug Testing Programs—through December 31, 2014 was provided to Board members. The Town has been pleased with this service during 2013. Jim Welch made the motion to approve the 2014 agreement.

A copy of this agreement is included with these minutes as Attachment E.

Second: Dave Nussbaumer

Vote: 5 Ayes. Carried.

**MTN: APPROVE
RESOLUTION #4 –
SET 1/23/2014 FOR
HEARING OF
LOCAL LAW #1:
OVERRIDE TAX CAP
FOR 2015 TOWN
BUDGET**

**MTN: APPROVE
CONSORTIUM/
THIRD PARTY
ADMINISTRATIVE
AGREEMENT FOR
DRUG & ALCOHOL
TESTING**

ATTACHMENT E

INFORMATIONAL ITEMS

1. **Association of Towns of the State of New York Annual Meeting:** The AOTSNY provided information about the 2014 Training School and Annual Meeting in New York City on February 16-19, 2014. information is available to each Board member about the Training Session for Town Officials, including proposed resolutions concerning Home Rule, Controlling Municipal Expenditures, Infrastructure Management, Real Property Tax Administration, Disaster Recovery Relief and Funding and Revenue. AOT lobbyists take these to legislators to be enacted.

**ASSN OF TOWNS
2014 ANNUAL
MEETING
INFORMATION**

It was requested that copies of the resolutions to be presented at the Association of Towns conference in New York City be put into Board members' mailboxes for their information.

2. **Public Officials' Conference in Wayne County:** Notice was received of a Public Officials Conference called "*Responsibilities of Town and Village Officials During a Large Emergency or Disaster*" on Thursday, January 29, 2014. It is hosted by the Wayne County Emergency Management Office in Lyons. Ken attended last year's conference and said it was excellent. He plans to go this year as well. Those wishing to attend should contact Ken Miller.

**WAYNE COUNTY
PUBLIC OFFICIALS'
CONFERENCE ON
1/30/2013**

3. **2014 Schedule of Meetings:** Code Enforcement Officer Dan Wooden provided a 2014 Schedule of Meetings for Village/Town/County Planning and Zoning Boards.

**2014 SCHEDULE OF
ALL TOWN BOARDS
MEETINGS**

4. **List of 2014 Board Members:** Town Clerk Lynne Green provided Board members with the 2014 List of members of all Boards of the Town—including the Town Board, the Planning Board, the Zoning Board, and the Board of Assessment Review ---in addition to information about other Town employees and departments.

**2014 LIST OF ALL
BOARD MEMBERS
AND OTHER TOWN
EMPLOYEES**

5. **Enter Executive Session:** At 8:00 p.m., Dave Nussbaumer made the motion to enter Executive Session to discuss matters of personnel.

**MTN: ENTER
EXECUTIVE
SESSION**

Second: Todd Pipitone

Vote: 5 Ayes. Carried.

**MTN: END
EXECUTIVE
SESSION**

Exit Executive Session: At 8:20 p.m., Mike Lambrix made the motion to exit Executive Session.

Second: Dave Nussbaumer

Vote: 5 Ayes. Carried.

**MTN: ADJOURN
MEETING**

6. **Adjourn Meeting:** At 8:21 p.m., Jim Welch made the motion to adjourn the Organization Meeting.

Second: Todd Pipitone

Vote: 5 Ayes. Carried.

Respectfully submitted,

Lyndall Ann P. Green
Palmyra Town Clerk

**ATTACHMENT A: AGREEMENT TO SPEND TOWN HIGHWAY FUNDS
(BETWEEN TOWN OF PALMYRA AND COUNTY OF WAYNE)**

**ATTACHMENT B: RESOLUTION #1-2014 – ADOPT RULES OF
PROCEDURE**

**ATTACHMENT C: RESOLUTION #2-2014 – ADOPT PURCHASING
POLICY AND PROCEDURES**

**ATTACHMENT D: RESOLUTION #3-2014 – ADOPT INVESTMENT
POLICY**

**ATTACHMENT E: CONSORTIUM/THIRD PARTY ADMINISTRATOR
AGREEMENT WITH ADVANCED OCCUPATIONAL SERVICES**

**PUBLIC HEARING FOR LOCAL LAW #1
AND REGULAR MEETING:
THURSDAY, JANUARY 23, 2014, 7:00 P.M.
AT THE PALMYRA TOWN HALL**