

APPOINTMENTS AND SALARIES

Motion to approve the following appointments and salaries for 2009, was moved by Ken Miller.

Second: Mike Lambrix Vote: 4 Ayes. Carried.

	<u>TITLE</u>	<u>NAME</u>	<u>SALARY</u>	APPROVE APPOINTMENTS AND SALARIES FOR 2009
	Deputy Supervisor:	James T. Welch	NONE	
	Budget Officer:	David C. Lyon	\$604/yr	
	Town Historian:	Beth Hoad	\$1,250/yr	
	Town Constable:	Gary Rose	NONE	
	Zoning Enforcement Officer & Building Inspector:	Robert Grier	\$49,440/yr	
	Deputy Zoning Enforcement Officer & Bldg Inspector:	Dan Wooden	\$20,291/yr	
	Animal Control Officer & Rabies Responder:	Gary Rose	\$9,300/yr	
	Deputy Animal Control Officer:	Michelle Rose	NONE	
	Deputy Town Clerk:	Irene E. Unterborn	\$12.87/hr	
	Deputy Clerk (part-time):	Celeste Finewood	\$11.33/hr	
	Office Clerk (part-time sub):	Joan M. Shaffer	\$10.00/hr.	
	Records Management Officer:	Lyndall Ann P. Green	NONE	
	Records Mgmt. Coordinator:	Celeste Finewood	NONE	
	Clerk to the Supervisor:	Petra Anderson	\$36,000/yr	
	Registrar (4 yrs-thru 2008):	Lyndall Ann P. Green	Fee Reimbursement	
	Deputy Registrar:	Irene E. Unterborn	Fee Reimbursement	
	Deputy Highway Supt:	Michael Paul	\$21.33/hr	
	Bingo Inspector:	Elmer VerPlank	\$15.00/occasion	
	Health Officer (4 yrs-2009):	John Wehrle, MD	Per Statute	

MTN: APPROVE APPOINTMENTS AND SALARIES FOR 2009

MTN: ALL APPOINTMENTS & SALARIES RETROACTIVE TO 1/1/2009

MTN: APPOINT REPRESENTATIVE FOR THE EMERGENCY SERVICES ADVISORY COMMITTEE

Court Clerk:	Helga Haak	\$11,845/yr
Secretary to Zoning Bd, Planning Board & Code Enforcement Officer:	Denise Sellers	\$11.75/hr
Sole Assessor:	Elaine Herman	\$46,200/yr
Clerk to the Assessor:	Joan E. Gates	\$13.00/hr.
Clerk to Highway Supt:	Karen Yantz	\$13.14/hr

**MTN: AUTHORIZE
PETTY CASH
FUNDS FOR TOWN
OFFICES**

Hourly rate for Town Highway Crew:		
Deputy Superintendent		\$21.33/hr
Equipment Operators		\$20.03/hr
	\$19.03/hr---	01/01/09-06/30/09
	\$20.03/hr---	07/01/09-12/31/09
Mower Operator		\$11.25/hr
Seasonal Help		\$ 10.00/hr

**MTN: RATE FOR
2009 MILEAGE AT
\$.45 PER MILE**

Councilman Ken Miller made the motion that all appointments and salaries mentioned above be retroactive to January 1, 2009.

**MTN: APPT. REP
TO WAYNE COUNTY
CABLE TV COUNCIL**

Second: Jim Welch Vote: 4 Ayes. Carried.

**MTN: NAME
OFFICIAL TOWN
NEWSPAPERS**

Emergency Services Advisory Committee: Typically, a representative from the Palmyra Fire Department has been appointed to serve on this committee. During 2007 and 2008, no one was named at the Organizational Meeting.

For 2009, the representative named by the Fire Department is Debbie Rothfuss. Mike Lambrix made the motion to approve Debbie Rothfuss as the representative to the Emergency Services Advisory committee for 2009.

Second: Ken Miller Vote: 4 Ayes. Carried.

**MTN: 2009 DATES
FOR MEETING
NIGHTS OF TOWN
BOARD**

OTHER ACTION ITEMS

Key Bank
Bank of America
Chemical Bank
Community Bank, N.A.
Charter One Bank
Citizens Bank

**MTN: DESIGNATE
OFFICIAL TOWN
DEPOSITORIES**

Second: Ken Miller

Vote: 4 Ayes. Carried.

7. Motion by Mike Lambrix to authorize the following Items to be paid prior to audit: Utilities, Hospitalization, Payrolls, Postage, Disability Insurance, Social Security and Retirement.

Second: Jim Welch

Vote: 4 Ayes. Carried.

8. Motion by Jim Welch to set the price of gravel not to exceed \$3.50 per ton (bank run) and processed gravel not to exceed \$5.50 per ton.

**MTN: AUTHORIZE
PAYMENT PRIOR
TO AUDIT**

Second: Mike Lambrix

Vote: 3 Ayes. Carried.
Dave Lyon abstained.

9. Motion by Ken Miller to approve the "Agreement to Spend Town Highway Funds" between the Town of Palmyra and the Wayne County Highway Department.

**MTN: SET PRICE
OF GRAVEL**

Second: Mike Lambrix

Vote: 4 Ayes. Carried.

The Supervisor and Board members signed the agreement.

**MTN: APPROVE
AGREEMENT TO
SPEND TOWN HWY
FUNDS**

10. Mike Lambrix made the motion to adopt the Rules of Procedure for 2009.

Second: Ken Miller

Vote: 4 Ayes. Carried.

**N: ADOPT
RULES OF
PROCEDURE**

RESOLUTION FOR

2009

BE IT RESOLVED, that the Town Board of the Town of Palmyra hereby adopts Rules of Procedure pursuant to Section 63 of the Town Law as follows:

**RULES OF PROCEDURE
TOWN OF PALMYRA**

1. Organization Meeting

The organizational meeting of the Board shall be held at, on, or before the third Thursday in January of each year. The exact date and time shall be established on or before the last meeting of the Town Board in the month of December immediately preceding January, the month in which the Organizational Meeting shall be held.

2. Regular Meetings

The 2nd Thursday of each month shall be designated as a workshop and/or business meeting of the Board, as needed. The 4th Thursday of each month shall be designated as the regular business meeting of the Board, at Town Hall, with the following exceptions:

January 2009 meetings will be January 8th and 22nd.

Regular business meeting in April & October held in East Palmyra.

November 2009 meetings will be the 5th and Tuesday, the 24th.

December 2009 meetings will be the 10th and Tuesday, the 29th.

3. Special meetings

Special meetings may be called as provided in the Town Law of the State of New York.

4. Place of Meetings

All meetings shall be held at the Town Hall of the Town of Palmyra, 1180 Canandaigua Road, Palmyra, New York, except the regular business meeting in April and the regular business meeting in October, which shall be held at the East Palmyra Fire Hall, Tellier Road, East Palmyra, unless the Board shall, by resolution, move or adjourn the meeting to another place within the Town of Palmyra.

5. Quorum

A quorum shall be 3 of the 5 members. Actions of the Board shall require an affirmative vote of at least 3 members of the entire Town Board for each action passed, except as otherwise prescribed by law. In the event there is not a quorum present, the members gathered may adjourn the meeting to a new time and place, provided due notice must be given to the members

**RESOLUTION:
RULES OF
PROCEDURE FOR
2009**

absent. All votes by each member of the Town Board shall be clearly identified in the minutes.

6. Time of Meetings

All meetings shall commence at 7:30 p.m., unless the starting time shall be amended by the affirmative vote of the Board. The time of commencement of the meeting may be postponed until the conclusion of a public hearing and/or public presentation.

7. Presiding Officer

The Supervisor shall preside at Town Board meetings. In the absence of the Supervisor, the Deputy Supervisor, if present; if not, the member of the Board present with the longest service shall be temporary chairman of the meeting.

8. Conduct of Meetings

A. Order of Business

- 1) Public Participation - The meeting shall be open to hear from members of the Public who have applied to the Town Clerk to speak. They must have a specified topic and indicate the length of time. They should be cautioned not to be repetitive.
- 2) The meeting shall be called to order at the appointed time.
- 3) The next order of business shall be the Pledge of Allegiance, which shall be led by the Supervisor or designated Town Board member.
- 4) The roll will then be called.
- 5) Next is approval of minutes of previous meeting.
- 6) For organizational meetings, the Supervisor shall make his committee appointments, and other appointments as designated by statute.
- 7) The Town Clerk shall then read all communications received by the Town, or any Town officer, which is relevant to Town business, or by the Clerk, and furnish copies to the members of the Board upon request. It shall not be necessary to read notices (except legal notices), invitations, advertisements or business solicitations, but they may, at the discretion of the Clerk, be summarized. The Supervisor shall then entertain a motion for proper disposition of the communications.
- 8) The various committees shall then render their reports. Heads of Departments will render their reports, as approved by the Committees.
- 9) Next are Agenda Items by Order of the Board.

**RESOLUTION:
RULES OF
PROCEDURE FOR
2009**

- 10) Next are unfinished business and motions. These items will be considered under the heading of the appropriate committee. If not a committee item, the item shall be considered under the general category.

- 11) The abstract of claims and expenditures will be reviewed. The abstract of claims and expenditures shall be supported by vouchers authorized by each department head. The major or unusual claims in each category shall be read aloud by the Chairman of the committee having jurisdiction. It shall not be necessary to read aloud expenditures for ongoing expenses like utilities, payroll, or items which were subject to contract or bidding procedures.
- 12) The abstracts will be approved, and the expenditures and claims therein shall be authorized.
- 13) Adjournment closes the meeting.

B. Agenda

No matter shall be considered by the Board unless it is on the agenda. The Clerk shall prepare the agenda and shall make the agenda available to each member of the Town Board not less than two (2) business days before the meeting, counting the day of the meeting. No matter shall thereafter be added to the agenda without the affirmative vote of a majority of the Town Board, except that each Committee Chairperson may place on the agenda one item without the action of the Town Board.

C. Adjournments and recesses during the Meeting.

In the event that any member of the Town Board, including the Supervisor, shall desire to interrupt the business of the meeting or leave the table during the meeting, as soon as may be convenient, the member shall make motion for recess or adjournment. A motion for recess shall be a period not to exceed ten (10) minutes and shall take precedence over all other motions. A motion for adjournment is made for a period longer than (10) minutes, or to enter executive session, or some other time or place shall be made if a motion for recess would be inadequate. In the event that no motion is made, any member of the Town Board or the Supervisor shall leave the meeting or the table, with the balance of the members in attendance continuing the meeting or making a motion to adjourn. If there is no Supervisor or Deputy Supervisor or acting presiding officer, said motion shall become effective if properly seconded and on the affirmative vote of the members still at the meeting or at the table.

D. There shall be no smoking during the meeting.

**RESOLUTION:
RULES OF
PROCEDURE FOR
2009**

E. Resolutions and Motions.

- 1) All resolutions and motions shall be governed by the Town Law of the State of New York.
- 2) All resolutions shall be in writing and submitted to the Town Clerk in time to be listed on the agenda.
- 3) Any motion or resolution not on the agenda may be added to the agenda only by a majority vote of the Town Board, EXCEPT each Chairperson of a Committee may add 1 item without Board approval.
- 4) No motion (except to amend, table, recess or adjourn) or resolution shall be acted on unless it is on the agenda or properly added to the agenda, EXCEPT each Chairperson of a Committee may add 1 item without Board approval.
- 5) There shall be no discussion of a motion or resolution unless properly made and seconded.
- 6) When a question is under debate, no motion shall be entertained unless for recess or adjournment of the Board, to call the question, to table the question, or to amend. These motions shall have precedence in the order in which they are stated and shall not be subject to debate.
- 7) A motion or a motion for adopting a resolution may be placed on the table by a majority vote, and a majority vote will be necessary to take it off the table.

Executive Session

On motion of any member, duly seconded and carried by a majority vote, the Board shall go into executive session, presided over by the Supervisor, during which time any matters permitted by law may be discussed and debated, but no action may be taken thereon by motion or resolution, except on a motion to terminate the executive session. The motion for executive session shall state the reason for the executive session. Only members of the Board shall participate in the executive session, except such other persons as the Board deems necessary may be called into the session.

**RESOLUTION:
RULES OF
PROCEDURE FOR
2009**

9. Committees

Committees shall be appointed and serve at the pleasure of the Supervisor. The Supervisor in his/her discretion may add one or more advisors to each Town Committee to take advantage of the expertise of the residents of the Town.

10. Minutes

The minutes of the Town Board shall be maintained in writing and made available to the members not later than 2 weeks after the meeting.

11. Public Participation

All meetings of the Town Board, except executive sessions, shall be open to the public but no person attending the meetings shall have the right to address

the Board or participate except at public hearings or at the public participation time pursuant to the rules adopted without the permission of the Board. All persons attending a Town Board Meeting or Public Hearing shall sign their name legibly on a list provided and shall, opposite their name, set forth their address.

12. Correspondence

The Supervisor and all Town Board members shall immediately file all correspondence relative to any business of the Town with the Town Clerk, who shall place same on the agenda of the next following meeting.

13. Conduct of Public Hearing:

Persons appearing at a public hearing shall:

- a) Sign in on the appropriate sheet provided.
- b) When recognized by the presiding officer, state clearly for the record, their name, address, and if the hearing involves a specific location, the location of their property before making their presentation.
- c) The person appearing shall present his/her views in a concise non-repetitive statement. Time shall be limited to three minutes unless the person appearing shall state how many minutes he or she shall require. No one may have over 10 minutes for his/her presentation without stating the reason for the requirement and after receiving Board approval. Questions and answers are not to be counted as a part of the presentation. The chair shall recognize persons wishing to reaffirm a certain viewpoint but shall curtail the presentation if it appears the person is becoming repetitive.
- d) Before closing the hearing, the presiding officer shall ask if there are any more comments and shall check with the Town Clerk for written communication concerning the subject of the hearing.
- e) All proponents of a subject of Public Hearings must have filed in the Town Clerk's Office a separate and complete set of papers for public review not later than the day the publication first appears.

Date Approved: January 8, 2009

**RESOLUTION:
RULES OF
PROCEDURE FOR
2009**

- 11. Motion was made by Mike Lambrix to approve the following Purchasing Policy for 2009:

Second: Jim Welch

Vote: 4 Ayes.

Carried.

**MTN: APPRV
PURCHASING
POLICY &
PROCEDURES**

**Town of Palmyra, New York
Policy and Procedures for Purchases Less than Bid Procurements**

In order to comply with General Municipal Law Section 104b "Procurement Policies and Procedures for Non-Bid Procurements" this resolution is set forth to be known as: Policy and Procedures for Purchases Less than Bid Procurements.

General Method of Purchasing:

Any employee or Board member shall present a request to the Town Board of the Town of Palmyra who shall accept or deny the request as a matter of record in the board minutes. An explanation of denial will be written as part of the Town Board minutes. The original request will be kept by the Town Clerk as documentation for action taken for procurements.

Items Exempt From Purchase Order Request Form:

Food for workers during emergencies

Purchases Exempt from Prior Town Board Approval:

Purchases less than \$200.00 in value, provided the purchase amount to be expended is included in the current year's budget.

**PURCHASING
POLICY &
PROCEDURES**

METHOD OF COMPETITION FOR NON-BID PROCUREMENTS

Purchase Contracts Below \$10,000	Verbal Quotes		Written Quotes	
	1	2	2	3
\$200 -- \$1,000	X			
\$1,000 -- \$2,999		X		
\$3,000 -- \$4,999			X	
\$5,000 -- \$10,000				X

Contracts for Public Works Below \$20,000	Verbal Quotes		Written Quotes	
	1	2	2	3
Under \$3,000	X			
\$3,000 -- \$9,999			X	
\$10,000 -- \$19,999				X

Other Purchases:	Insurance -	Board Approval
	Emergencies -	Board Approval
	Professional Services -	Board Approval
	Sole Source -	Board Approval

Awards to other than low bidder:

Where quotations for pricing are obtained and other than low bid is made, documentation will be in the Town Board minutes. The best interest of the taxpayers is to be the ultimate goal.

Review:

Comments from Employees and Board members may be solicited and the Policy and Procedures for Purchasing be reviewed at least annually.

**MTN: APPROVE
INVESTMENT POLICY**

Failure to Comply:

The failure to fully comply with the provisions of this resolution shall not be grounds to void any action taken, or give rise to a cause of action against the Town of Palmyra or any officer or employee thereof.

12. Motion was made by Mike Lambrix to approve the following Investment Policy for 2009:

Second by: Ken Miller

Vote: 4 Ayes. Carried.

**INVESTMENT POLICY FOR
TOWN OF PALMYRA
JANUARY 2009**

I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order,

- (legal) to conform with all applicable federal, state and other legal requirements;
- (safety) to adequately safeguard principal;
- (liquidity) to provide sufficient liquidity to meet all operating requirements; and
- (yield) to obtain a reasonable rate of return.

III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Town Supervisor, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

**INVESTMENT POLICY
FOR 2009**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of Palmyra to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal, as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Town of Palmyra to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of the Town of Palmyra for all moneys collected by any officer or employee of the government to transfer those funds to the Town Supervisor within 45 days of deposit, or within the time period specified in law, whichever is shorter.

**INVESTMENT
POLICY FOR 2009**

VII. DESIGNATION OF DEPOSITORIES

<u>Depository Name</u>	<u>Maximum Amount</u>	
HSBC Bank	Not Applicable	
J.P. Morgan/Chase	"	"
M & T Trust Company	"	"
Key Bank	"	"
Bank of America	"	"
Chemical Bank	"	"
Community Bank, N.A.	"	"
Charter One Bank	"	"
Citizens Bank	"	"

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, ss10, all deposits of Town of Palmyra, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. by a pledge of "eligible securities" with an aggregate "market value" as provided by GML ss10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.

2. by an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government, for a term not to exceed 90 days, with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed-upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. by an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed-upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits, together with agreed-upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released, and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer, or with an assignment in blank to the Town of Palmyra or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, ss11, the Town of Palmyra authorizes the Supervisor to invest moneys not required for immediate

INVESTMENT POLICY FOR 2009

expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- special time-deposit accounts;
- certificates of deposit;
- obligations of the United States of America;
- obligations guaranteed by agencies of the United States of America, where the payment of principal and interest are guaranteed by the United States of America;
 - obligations issued pursuant to LFL ss24.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Town of Palmyra;
 - obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities, or whose specific enabling legislation authorizes such investment or investments;
 - Certificates of Participation (COPs) issued pursuant to GML ss109-b;
 - Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML ss6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Town of Palmyra within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Palmyra within two years of the date of purchase.

**INVESTMENT
POLICY FOR 2009**

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Town of Palmyra shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Town of Palmyra. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Supervisor is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS

The Supervisor is authorized to contract for the purchase of investments:

- Directly, including through a repurchase agreement, from an authorized trading partner.

- By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
- By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town of Palmyra by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, ss10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

**INVESTMENT
POLICY FOR
2009**

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

APPENDIX A

SCHEDULE OF ELIGIBLE SECURITIES

_____ (i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States governmental sponsored corporation.

- _____ (ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.
- _____ (iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- _____ (iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- _____ (v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally-recognized statistical rating organization.
- _____ (vi) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- _____ (vii) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- _____ (viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- _____ (ix) Any mortgage-related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- _____ (x) Commercial paper and bankers' acceptance issued by a bank, other than the Bank, rated in the highest short-term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 40 days from the date they are pledged.
- _____ (xi) Zero-coupon obligations of the United States government marketed as "Treasury strips."

**INVESTMENT
POLICY FOR 2009**

**MTN: APPROVE
2009 HOLIDAYS**

Duly moved and carried by the Town Board of the Town of Palmyra
On January 8, 2009

13. Motion to approve the following holidays for Town employees for 2009, retroactive to January 1, 2009, was made by Mike Lambrix:

- | | | |
|------------------------|----|-----------------------------------|
| 1. New Year's Day 2009 | -- | Thursday, January 1 st |
| 2. President's Day | -- | Monday, February 16 th |
| 3. Memorial Day | -- | Monday, May 25 th |
| 4. Independence Day | -- | Friday, July 3 rd |
| 5. Labor Day | -- | Monday, September 7 th |

- 6. Columbus Day -- Monday, October 12th
- 7. Veteran’s Day -- Wednesday, November 11th
- 8. Thanksgiving Day -- Thursday, November 26th
- 9. Day after Thanksgiving -- Friday, November 27th
- 10. Christmas Day -- Friday, December 25th

Second by: Jim Welch Vote: 4 Ayes. Carried.

**MTN: AUTHORIZE
SIGNING OF
CHECKS**

**MTN: SET 1/22/2009
MTG TO AUDIT 2008
BOOKS OF
JUSTICES, CLERK &
SUPERVISOR**

- 14. Motion was made by Mike Lambrix to authorize the following people to sign checks for the Town of Palmyra:

David C. Lyon – OR – James T. Welch

Second: Ken Miller Vote: 4 Ayes. Carried.

**MTN: APPROVE
LETTER OF
SUPPORT FOR
COUNTYWIDE
SIGNAGE GRANT
APPLICATION**

- 15. Motion was made by Mike Lambrix to set January 22, 2009 as the date for auditing the 2008 books of Justice Abbott, Justice Rodman, the Town Clerk, and the Supervisor.

Second: Jim Welch Vote: 4 Ayes. Carried.

- 16. Letter of Support for Grant Application: On December 30, 2008, the Town Board passed a resolution to authorize the Application to the NYS Department of State for a Local Government Efficiency Grant for the Wayne Consolidated Signage Program. We also received a request for a letter of support to strengthen the application. Mike Lambrix made the motion to approve a letter of support for the County Signage Grant.

Second: Jim Welch Vote: 4 Ayes. Carried.

The letter, signed by all four Board members present, states,

"Consolidating costs, time and effort into one program, instead of separate town wide programs makes good sense. This also ensures that signage regulations are implemented consistently in all county municipalities.

"Please consider this letter as strong evidence of support from the Town of Palmyra for this important governmental consolidation grant program."

**MTN: APPROVE
PURCHASE OF NEW
PC TOWER FOR
TOWN CLERK'S
OFFICE**

17. Approve Purchase of PC: Several problems have recently surfaced with the PC Tower at Celeste Finewood's desk in the Town Clerk's office. The technician looked it over and took her Tower to work on it at Integrated Systems. Celeste then asked Integrated Systems for a quote to purchase a customized Tower with considerably more power than the problematic one. They quoted \$699 for a new one built to her specifications. Since this is in the Town Clerk's 2009 Equipment budget, Ken Miller made the motion to purchase it.
- Second: Mike Lambrix Vote: 4 Ayes. Carried.
- MTN: AUTHORIZE
HWY SUPT. TO LET
OUT BIDS FOR NEW
LOADER**
18. Authorization to Bid: Highway Superintendent Mike Boesel has scheduled the purchase of a Loader for the Highway Department this year. In order to have a new one in place so the current one can be included in this May's Municipal Auction, it was necessary for the Board to approve Mike to start the purchase process by authorizing him to ask for bids. Jim Welch made the motion to authorize Mike to let out bids.
- Second: Ken Miller Vote: 4 Ayes. Carried.
- MTN: APPROVE
PURCHASE OF TWO
MORE SANDER
CONTROLS FOR
HWY DEPT.**
19. Approve Purchase of Two Sander Controls: At the end of 2008, approval was given to purchase two Sander Controls for Highway trucks. Funds for those controls were allocated in the 2008 Highway budget. Mike is now requesting two more Sander Controls, using funds allocated in the 2009 budget. These controls would more evenly spread the salt and sand used when Town roads are plowed. There should be an appreciable savings by using these controls. Mike Lambrix made the motion to approve purchasing two more Sander Controls, not to exceed \$9,900.
- Second: Jim Welch Vote: 4 Ayes. Carried.
- MTN: RENEW
MEMBERSHIP IN
ASSOCIATION OF
TOWNS**

INFORMATIONAL ITEMS

1. Association of Towns Participation for 2009: The Town has received the invoice for membership in the Association of Towns during 2009. After a short discussion concerning the benefits of membership, Mike Lambrix made the motion to renew the Town's membership in the Association, at a cost of \$1,000 for 2009.
- ASSOCIATION OF
TOWNS' TRAINING
SCHOOL AND
ANNUAL MEETING**

Second: Jim Welch

Vote: 4 Ayes. Carried.

- 2. Association of Towns' Annual Meeting and Training School: Information was received concerning the Association of Towns' 2009 Training School and Annual Meeting in New York City. At the Business Session, proposed resolutions for the Association of Towns (AOT) to consider in their lobbying efforts require authorized delegates to vote. Issues and legislation important to towns are proposed for this lobbying. Without a delegate to represent Palmyra, the town's interests are not addressed.

**BOARD WILL
DECIDE ON VOTING
DELEGATE AT
NEXT MEETING**

Town Clerk, Lynne Green, gave each board member a 2009 Proposed Legislative Program so they could read the issues presented by the AOT. At the next Town Board meeting, Board members will decide if they would like to have a person who is already going to the meeting from a neighboring town represent Palmyra by being a voting delegate.

**COMMUNICA-TION
ABOUT BURIAL IN
VETERANS' PLOT
AT VILLAGE
CEMETERY**

- 3. Communication from Ann Guest: As a follow-up to her visit to the Town Board meeting on November 20, 2008, concerning a village cemetery issue, Ann Guest wrote Supervisor Lyon to thank him for his letter of support for indigent veterans to be buried in the Town-owned Veterans' plot at the Palmyra Village Cemetery. She had been assured by the Palmyra Village Board of Trustees in January that no indigent veteran would be denied burial there. As a representative of the local American Legion organization, she is grateful for Town support. No action was taken by the Board.

**MTN: ADJOURN
MEETING**

- 4. At 7:44 p.m., motion was made by Mike Lambrix to adjourn this 2009 Organizational Meeting of the Town Board.

Second: Jim Welch

Vote: 4 Ayes. Carried.

Respectfully submitted,

Lyndall Ann P. Green
Palmyra Town Clerk

**NEXT REGULAR MEETING:
THURSDAY, JANUARY 22, 2009, 7:30 P.M.
AT THE PALMYRA TOWN HALL**