

**TOWN OF PALMYRA  
ANNUAL ORGANIZATIONAL MEETING  
JANUARY 7<sup>th</sup>, 2025**

At 7:00 p.m., Deputy Supervisor Jim Welch called to order the Organizational Meeting, scheduled for Tuesday, January 7<sup>th</sup>, 2025, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

Deputy Supervisor Welch led those present in the Pledge of Allegiance to the Flag.

Upon roll call, the following Board members were present:

James Welch, Deputy Supervisor  
Doug DeRue, Councilman  
Todd Pipitone, Councilman  
Brad Cook, Councilman

Deputy Supervisor Welch noted that Supervisor Rose was absent as there was a death in his family.

**SPECIAL GUESTS**

Mike Catalano, EMS Advisory Board, was unable to attend this evening.

**SUPERVISOR APPOINTMENTS**

The following appointments were designated and announced by the Deputy Town Supervisor Jim Welch:

Deputy Supervisor	James T. Welch
Clerk to Supervisor	Petra Anderson

**TOWN BOARD LIAISON APPOINTMENTS**

Deputy Supervisor Welch announced there would be one additional category (Codification) to the liaison appointments for 2025:

- **Public Works:** Councilman James Welch – Highway Department, Equipment and Facilities

- **Town Development:** Councilman Todd Pipitone - IT & Phones, Security, Code Enforcement/Planning Board, and Strategic (Comprehensive) Plans.
- **Government Operations:** Councilman Doug DeRue – Assessor, Fire Protection Contracts, Youth & Aging, and Historian.
- **Human Services:** Councilman Bradley Cook - Town Clerk, Archives, and Town Hall Facility.
- **Supervision:** Supervisor Gary Rose – Animal Control, Human Resources, Justices, and Finance.
- **Town Hall Building & Grounds Committee:** Councilmen Brad Cook & Doug DeRue, and Town Clerk Irene Unterborn.
- **Codification Committee:** Councilman Todd Pipitone, Town Clerk Irene Unterborn, and CEO Pat Sheridan

**OTHER ACTION ITEMS:**

**1. Approve Staff Appointments:** Todd Pipitone made the motion to approve the below list of Town of Palmyra Staff Appointments for 2025, retroactive to January 1<sup>st</sup>, 2025, as budgeted and approved in the 2025 budget.

Second: Doug DeRue

Vote: 3 Ayes. Carried

<u>TITLE</u>	<u>NAME</u>	<u>STATUS</u> **
Supervisor	Gary Rose	FT
Town Clerk	Irene Unterborn	FT
Deputy Supervisor:	James Welch	PT
Highway Superintendent	Mike Boesel	FT
Budget Officer:	Gary Rose	PT
Town Historian:	Bonnie and Steve Hays	PT
Zoning Enforcement Officer & Building Inspector:	Patrick Sheridan	FT
Deputy Zoning Enforcement Officer & Building Inspector:	Robert Grier	PT
Secretary to Code Enforcement Officer, Secretary to the Assessor	Julie Hartman	FT
Animal Control Officer & Rabies Responder:	Tracy Brown	PT
Deputy Town Clerk:	Amanda Hill	FT
Part-time Clerk/Record Co-ordinator:	Heidi Schukraft	PT
Records Management Officer:	Irene E. Unterborn	FT
Clerk to the Supervisor:	Petra Anderson	FT
Registrar (4 yrs-thru December 31, 2027)	Irene E. Unterborn	FT
Deputy Registrar:	Amanda Hill	FT
Deputy Highway Superintendent:	Jacob Hilton	FT
Bingo Inspector:	Pat Sheridan	As needed
Health Officer (4 yr-thru Dec 31, 2027):	Daniel Harris, MD	As needed
Court Clerk:	Patricia Peterson	PT
Town Constable/Bailiff	Patricia A. Burditt	As needed
Appointed Assessor: (9/30/2025)	Paula Ruthven	PT
Clerk to Highway Superintendent:	Mary Beth Braman	PT
EMS Advisory Board Representative (12/31/2025)	Mike Catalano	As needed
Wayne County Fire Advisory Board (12/31/2025)	Warren Frederick	As needed
Special Counsel & Deputy Town Attorney	Boylon Code, Attorneys at Law	As needed
Special Counsel	Gary Bowitch	As needed
Town Attorney	Paul Rubery	As needed

\*\* FT = Full-time      PT= Part-time

**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 2025 budget.

Second: Doug DeRue

Vote: 3 Ayes. Carried

**3. Authorize Petty Cash Amounts:** Brad Cook made the motion to authorize the following petty cash in the Town Clerks Office, as written:

Second: Doug DeRue

Vote: 3 Ayes. Carried

Petty Cash funds - **\$200**

Town Clerk's Office Drawer - **\$100**

Water Payments Collector - **\$100**

Tax Collector (School & Town/County) - **\$100 each**

**4. Designate Official Newspaper:** Todd Pipitone made the motion to designate the *Times of Wayne County* as the town's official newspaper for 2025.

Second: Doug DeRue

Vote: 3 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 2025, as written:

Second: Doug DeRue

Vote: 3 Ayes. Carried

- 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 2025 meeting will be on Tuesday November 25<sup>th</sup>
  - December 2025 meeting will be on Monday, December 23<sup>rd</sup>

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

Second: Doug DeRue

Vote: 3 Ayes. Carried

**7. Pre-payment of Specific Items:** Todd Pipitone 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, Pre-approved/budgeted training & schools, and Retirement.

Second: Doug DeRue

Vote: 3 Ayes. Carried

**8. Agreement to Spend Town Highway Funds-2024:** Doug DeRue 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 \$550,796.00 may be expended for general repairs upon 47.11 miles of town highway.

Second: Todd Pipitone

Vote: 3 Ayes. Carried

This will be **ATTACHMENT A.**

**Todd Pipitone made the motion to approve items #9 through 11 all at one time for 2025.**

Second: Doug DeRue

Vote: 3 Ayes. Carried

**Todd Pipitone then made the motion to approve the actual following policies:**

- 9. **Resolution #1-2025:** Adopt Rules of Procedure for 2025
- 10. **Resolution #2-2025:** Approve Purchasing Policy and Procedures
- 11. **Resolution #3-2025:** Approve Investment Policy

Second: Doug DeRue

Vote: 3 Ayes. Carried

Resolutions #1, #2, & 3-2025, will be **ATTACHMENTS B, C, & D.**

**12. Approve: Holidays for Town Employees for 2025:** Todd Pipitone made the motion to approve the following paid holidays for full-time employees, as written.

Second: Doug DeRue

Vote: 3 Ayes. Carried

New Year’s Day	Wednesday, January 1st
Presidents Day	Monday, February 17th
Good Friday	Friday, April 18th
Memorial Day	Monday, May 26th
Independence Day	Thursday, July 3rd and Friday, July 4th

Labor Day	Monday, September 1st
Columbus Day	Monday, October 13th
Veterans Day	Tuesday, November 11th
Thanksgiving Day	Thursday, November 27th
Day after Thanksgiving	Friday, November 28th
Christmas Holiday	Weds, December 24 <sup>th</sup> ½ day
	Thursday, December 25 <sup>th</sup>
	Friday, December 26 <sup>th</sup>

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

Second: Brad Cook                      Vote : 3 Ayes. Carried

**14. Set Date for Audit of 2024 Town Financial Books:** Todd Pipitone 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 obtain check list at January 23<sup>rd</sup> meeting, and present findings at the February 27<sup>th</sup>, 2025 meeting.

Second: Doug DeRue                      Vote: 3 Ayes. Carried

The following audit teams were established, and audit forms were supplied by the Town Clerk:

- Justices** – Doug DeRue & Supervisor Gary Rose
- Fiscal Officers** – Councilmen Brad Cook & Jim Welch
- Town Clerk & Tax Collector** – Councilmen Doug DeRue & Todd Pipitone

**15. Establish Rate for Mileage Re-imbusement:** Brad Cook made the motion to approve the current mileage re-imbusement of \$0.70 cents per mile.

Second: Todd Pipitone                      Vote: 3 Ayes. Carried

**16. Appoint: Board Representative to Wayne County Cable TV Council:** Todd Pipitone made the motion to appoint Supervisor Gary Rose as representative to the Wayne County Cable TV Council.

Second: Doug DeRue                      Vote: 3 Ayes. Carried

**17. Approve: Resolution #4-2025 Official Undertaking of Municipal Officers:** Todd Pipitone made the motion to approve Resolution #4-2025 Official Undertaking of Municipal Officers, as written.

Second: Doug DeRue

Vote: 3 Ayes. Carried

**RESOLUTION #4-2025**  
**TOWN OF PALMYRA**  
**OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

WHEREAS, Gary Rose, 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, Sherman Yates 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, Tracy Brown, of the Town of Palmyra, County of Wayne, New York, has been appointed as Animal Control Officer, 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 NYMIR Insurance Company, for the Town Clerk, Supervisor and Book keeper (and those other employed at the town) 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<sup>th</sup>, 2025

**18. Approve: Resolution #5-2025 Resolution Amending the Town of Palmyra's Employee Handbook Vacation Policy:** Todd Pipitone made the motion to approve the amendment in the employee handbook regarding the vacation policy.

Second: Doug DeRue

Vote: 3 Ayes. Carried

This will be **ATTACHMENT E**.

**19. Approve: Supervisor to Sign Proposed Engagement Letter with Boylan Code, Attorneys at Law:** Todd Pipitone made the motion to approve the Supervisor to sign the engagement letter with Boylan Code, Attorneys at Law. Deputy Supervisor Welch noted that this will allow us to slowly move forward with a transition to a new attorney as ours will eventually be retiring.

Second: Doug DeRue                      Vote: 3 Ayes. Carried

**20. Approve: Highway Superintendent Mike Boesel to Attend the NYSAOT meeting in February 2025:** Todd Pipitone made the motion to approve Highway Superintendent Boesel to attend the Association of Towns meeting in NYC February 16-19, 2025, not to exceed \$500.00. Mr. Boesel will be speaking on a panel, so the association will be covering his hotel room.

Second: Doug DeRue                      Vote: 3 Ayes. Carried

Mr. Boesel Commented that he was glad for the changes in the purchasing policy this year!

#### **INFORMATIONAL ITEMS**

**1. New List of Board Members and Meeting Dates:** (ATTACHMENT F)  
These are all found in the [www.palmyrany.com](http://www.palmyrany.com) website.

#### **ADJOURN MEETING**

At 7:19 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Doug DeRue                      Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn  
Town Clerk



- ATTACHMENT A:** AGREEMENT TO SPEND HIGHWAY FUNDS
- ATTACHMENT B:** RESOLUTION #1-2025 ADOPT RULES OF PROCEDURE FOR 2025
- ATTACHMENT C:** RESOLUTION #2-2025 APPROVE PURCHASING POLICY AND PROCEDURES
- ATTACHMENT D:** RESOLUTION #3-2025 APPROVE INVESTMENT POLICY
- ATTACHMENT E:** RESOLUTION #5-2025 RESOLUTION AMENDING THE TOWN OF PALMYRA'S EMPLOYEE HANDBOOK VACATION POLICY
- ATTACHMENT F:** LIST OF BOARD MEMBERS AND MEETINGS

**JOINT HEARING AND REGULAR TOWN BOARD MEETING:**  
THURSDAY, JANUARY 23RD, 2025,  
7:00 P.M. AT THE PALMYRA TOWN HALL