

**TOWN OF PALMYRA  
ANNUAL ORGANIZATIONAL MEETING  
JANUARY 7, 2021**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Organizational Meeting, scheduled for Tuesday, January 7, 2021, 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  
Bradley Cook, Councilman  
Doug DeRue, Councilman

Todd J. Pipitone, Councilman was absent.

**ATTENDANCE**

There was no one else in attendance.

**COMMUNICATIONS**

There were no official communications.

**SPECIAL GUESTS**

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

**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 2020 to his liaison appointments for 2021:

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

**OTHER ACTION ITEMS:**

**1. Approve Staff Appointments:** Jim Welch made the motion to approve the below list of Town of Palmyra Staff Appointments for 2021, retroactive to January 1<sup>st</sup>, 2021, as budgeted and approved in 2021 budget.

Second: Brad Cook

Vote: 4 Ayes. Carried

<u>TITLE</u>	<u>NAME</u>
Supervisor	Kenneth F. Miller
Town Clerk	Irene Unterborn
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 (12/31/2022)	Mike Catalano
Wayne County Fire Advisory Board (12/31/2022)	Ron Hickman
Special Counsel	Boylon Code, Attorneys at Law
Special Counsel & Deputy Town Attorney	John Morell
Town Attorney	Paul Rubery

2. **Approve Salaries:** Brad Cook 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 2021 budget.

Second: Doug DeRue

Vote: 4 Ayes. Carried

3. **Authorize Petty Cash Amounts:** Doug DeRue made the motion to authorize the following petty cash in the Town Clerks Office:

Second: Jim Welch

Vote: 4 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:** Jim Welch made the motion to designate the *Times of Wayne County* as the town's official newspaper for 2021.

Second: Brad Cook

Vote: 4 Ayes. Carried

5. **Designate Official Board Meeting Nights:** Brad Cook made the motion to designate the following dates as meeting nights for the Palmyra Town Board for 2021:

- 2nd Tuesday of month, at 7 p.m. - Workshop and/or business meeting, only 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 2021 meeting will be on Tuesday the 23<sup>rd</sup>.
  - December 2021 meeting will be on Tuesday the 28<sup>th</sup>.

Second: Doug DeRue

Vote: 4 Ayes. Carried

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

Second: Jim Welch

Vote: 4 Ayes. Carried



**13. Approve: Authorization for Check Signing:** Doug DeRue 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 2021 Town Financial Books:** Doug DeRue 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:** Jim Welch made the motion to approve the current mileage re-imbusement of \$.56 per mile. (As per IRS rate for 2021)

Second: Brad Cook

Vote: 4 Ayes. Carried

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

Second: Jim Welch

Vote: 4 Ayes. Carried

**17. Approve: Resolution #4-2021 Official Undertaking of Municipal Officers:** Doug DeRue made the motion to approve Resolution #4-2021 Official Undertaking of Municipal Officers, as written. Supervisor Miller asked for a roll call vote, and Jim Welch seconded.

James Welch

Aye

Brad Cook

Aye

Todd J. Pipitone

ABSENT

Doug DeRue

Aye

Supervisor Miller

Aye

Vote: 4 Ayes. Carried

**RESOLUTION #4-2021**  
**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, 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, 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, 2021

## INFORMATIONAL ITEMS

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

These are all found in the [www.palmyrany.com](http://www.palmyrany.com) website.

**2. Wayne County Food Link:** The Wayne County Food Link is continuing is food drives on Tuesdays January 12, 19, & 26 and February 2,9,16 &23, 11:30 AM- 1 PM, 70 Clyde Road in Lyons. Pre-Registration for food pick up is required, please call 315-359-8024.

**3. Marquart Village Mobile Home Park Sanitary Sewer Connection:** The Wayne County WSA verified that the existing wastewater facilities in the Town have sufficient capacity to accept proposed wastewater flow from the mobile home park. **(Letter is ATTACHMENT F)**

**Adjourn Meeting:** At 7:22 PM, Brad Cook 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
- ATTACHMENT F:** LETTER RE: MARQUART VILLAGE MOBILE HOME PARK SANITARY SEWER CONNECTION

**REGULAR MEETING:**  
**THURSDAY, JANUARY 28TH, 2021, 7:00 P.M.**  
**AT THE PALMYRA TOWN HALL**