

**TOWN OF PALMYRA
ANNUAL ORGANIZATIONAL MEETING
JANUARY 10, 2017**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Organizational Meeting, scheduled for Tuesday, January 10, 2017, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Upon roll call, the following Board members were present:

ROLL CALL

- Kenneth Miller, Supervisor
- James Welch, Deputy Supervisor
- Todd J. Pipitone, Councilman
- Bradley Cook, Councilman

Councilman Mike Lambrix was absent.

Motion was made by Todd Pipitone to approve the minutes of the Town Board meeting on December 22, 2015.

**MTN:
APPROVE
PREVIOUS
TOWN BOARD
MINUTES**

Second: Brad Cook

Vote: 3 Ayes. Carried

Also attending was: Palmyra Code Enforcement Officer Pat Sheridan, and Palmyra Highway Superintendent Mike Boesel.

ATTENDANCE

COMMUNICATIONS

COMMUNICATIONS

There were no official communications.

SUPERVISOR APPOINTMENTS

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

SUPERVISOR APPOINTMENTS

Deputy Supervisor
Clerk to Supervisor

James T. Welch
Petra Anderson

**TOWN BOARD
LIASON
APPOINTMENTS**

TOWN BOARD LIASON APPOINTMENTS

Supervisor Miller announced his appointments for 2016:

- **Public Works:** Councilman James Welch – Highway Department, Equipment and Facilities
- **Town Development:** Councilman Todd Pipitone –IT & Phones, Fire Protection Contracts, and Strategic Plans
- **Government Operations:** Councilman Michael Lambrix – 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

**STAFF
APPOINTMENTS**

OTHER ACTION ITEMS:

<u>TITLE</u>	<u>NAME</u>
Deputy Supervisor:	James Welch
Budget Officer:	Kenneth F. Miller
Town Historian:	Beth Hoad
Town Constable:	Gary Rose
Zoning Enforcement Officer & Building Inspector:	Patrick Sheridan
Deputy Zoning Enforcement Officer & Building Inspector:	Robert Grier
Clerk to Code Enforcement Officer	Dan Wooden
Animal Control Officer & Rabies Responder:	Gary Rose
Deputy Animal Control Officer:	Michelle Rose
Deputy Town Clerk:	Heidi V. Jarvis
Deputy Clerk part-time:	Julie Hartman

Office Clerks per diem	Joan M. Shaffer
Records Management Officer:	Irene E. Unterborn
Records Management Coordinator:	Julie Hartman
Clerk to the Supervisor:	Petra Anderson
Registrar	Irene E. Unterborn
Deputy Registrar:	Heidi V. Jarvis
Deputy Highway Superintendent:	Michael Paul
Bingo Inspector:	Robert Grier
Health Officer (4 yrs-thru 2017):	Malcolm Riggs, MD
Court Clerk:	Patricia Peterson
Sole Assessor:	Elaine Herman
Clerk to the Assessor:	Joan Gates
Clerk to Highway Superintendent:	Sandy Fabrizio

1. Approve Staff Appointments: Todd Pipitone made the motion to approve the above Town of Palmyra Staff Appointments for 2017, retroactive to January 1st, 2017, as budgeted and approved in 2017 budget.

**MTN: APPROVE
STAFF
APPOINTMENTS**

Second: Brad Cook Vote: 3 Ayes. Carried

2. Approve Salaries: Jim Welch 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 2017 budget.

**MTN: APPROVE
SALARIES**

Second: Brad Cook Vote: 3 Ayes. Carried

3. Authorize Petty Cash Amounts: Todd Pipitone 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: Brad Cook Vote: 3 Ayes. Carried

**MTN: DESIGNATE
OFFICIAL
NEWSPAPER**

4. Designate Official Newspaper: Todd Pipitone made the motion to designate the *Times of Wayne County* as the town's official newspaper for 2017.

Second: Jim Welch

Vote: 3 Ayes. Carried

**MTN: DESIGNATE
BRD. MEETING
NIGHTS**

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 2017:

- 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 2017 meeting will be the on the 21st of November

Second: Brad Cook

Vote: 3 Ayes. Carried

**MTN: DESIGNATE
DEPOSITORIES**

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

Second: Jim Welch

Vote: 3 Ayes. Carried

**MTN: APPROVE
PRE-PAYMENT OF
SPEC. ITEMS**

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, and Retirement.

Second: Brad Cook

Vote: 3 Ayes. Carried

**MTN: APPROVE
AGREEMENT TO
SPEND HIGHWAY
FUNDS**

ATTACHMENT A

8. Agreement to Spend Town Highway Funds-2017: 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 \$549,493.00 may be expended for general repairs upon 49 miles of town highway.

Second: Brad Cook

Vote: 3 Ayes. Carried

This agreement will be **ATTACHMENT A**.

9. Group Three Resolutions in one Motion: Supervisor Miller requested the following three resolutions together in one motion:

Resolution #1-2017: Adopt Rules of Procedure for 2017

Resolution #2-2017: Approve Purchasing Policy and Procedures

Resolution #3-2017: Approve Investment Policy

**MTN: APPROVE
RULES OF
PROCEDURE,
PURCHASING
POLICY AND
INVESTMENT PLYCY
IN ONE MOTION**

With no changes to the previous year’s resolutions, Todd Pipitone made the motion to approve all three of these resolutions at one time for 2017.

Second: Jim Welch

Vote: 3 Ayes. Carried

Resolutions #1, #2, & #3-2017, will be **ATTACHMENTS B, C, & D.**

**ATTACHMENTS
B, C, & D**

10. Approve: Town Holidays 2017:

New Years Day	Monday, January 2nd
Presidents Day	Monday, February 20th
Memorial Day	Monday, May 29th
Independence Day	Tuesday, July 4th
Labor Day	Monday, September 4th
Columbus Day	Monday, October 9th
Veterans Day	Friday, November 10th
Thanksgiving Day	Thursday, November 23rd
Day after Thanksgiving	Friday, November 24th
Christmas Day	Monday, December 25th

**MTN: APPROVE
TOWN HOLIDAYS**

Todd Pipitone made the motion to approve the above holidays for Town Employees for 2017, retroactive to January 1, 2017.

Second: Jim Welch

Vote: 3 Ayes. Carried

Councilman Pipitone asked that it be noted in the minutes that he does not feel that Columbus Day is a holiday, and Supervisor Miller suggested that the possibility of additional holidays for employees should be visited at budget time.

11. 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: 3 Ayes. Carried

12. Set Date for Audit of 2016 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 be assigned and given the audit checklists by January 26, 2017. The board members that audit the offices would then present their findings at the February 23, 2017 meeting. Supervisor Miller and Book keeper Petra Anderson will visit the Town Justice, Councilmen Cook and Pipitone the Town Clerk office, and Councilmen Welch and Lambrix will audit the Supervisors office.

Second: Brad Cook

Vote: 3 Ayes. Carried

13. Establish Rate for Mileage Re-imbusement: Todd Pipitone made the motion to approve the current mileage re-imbusement of \$.535 per mile.

Second: Brad Cook

Vote: 3 Ayes. Carried

14. 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: Jim Welch

Vote: 3 Ayes. Carried

15 . Approve: Wayne County Fire Advisory Board: Todd Pipitone made the motion to appoint Ronald Hickman, of the Palmyra Fire Department, to represent Palmyra on the Wayne County Fire Advisory Board, for a two-year term starting January 1, 2017 and ending December 31, 2018.

Second: Jim Welch

Vote: 3 Ayes. Carried

16. Approve: Clerk to the Assessor to become Member of the NYS Assessor Association: Jim Welch made the motion to allow the clerk to the Assessor to become Member of the NYS Assessor Association, not to exceed \$85.00.

Second: Todd Pipitone

Vote: 3 Ayes. Carried

17. Approve: Approve the Highway Superintendent as Delegate, and Town Supervisor as Alternate for the Association of Towns Meeting February 19-22, 2017: Jim Welch made the motion to approve the Highway Superintendent as Delegate, and Town Supervisor as Alternate, for the purpose of voting at the Association of Towns Business Meetings February 19-22, 2017. Mr. Boesel will already be in attendance as representative from Town Highway Association, so this will be at no cost to the Town of Palmyra.

Second: Todd Pipitone

Vote: 3 Ayes. Carried

18. Approve: Resolution #4-2017 Official Undertaking of Municipal Officers: Todd Pipitone made the motion to approve Resolution #4-2017 Official Undertaking of Municipal Officers for 2017.

Second: Jim Welch

Vote: 3 Ayes. Carried

INFORMATIONAL ITEMS

1. Board List: A current list of Board Members for 2017, as well as Meeting Dates, was provided to the Town Board Members. **(ATTACHMENT E)**

2. DOT Traffic Investigation: A letter was received that stated the DOT will be investigating speed and traffic conditions on East Pal Port Gibson Road near the East Palmyra Christian School.

Adjourn Meeting: At 7:25 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Jim Welch

Vote: 3 Ayes. Carried

**MTN:
ADJOURN
MEETING**

Respectfully submitted,

Irene Unterborn
Town Clerk

ATTACHMENT A: AGREEMENT TO SPEND HIGHWAY FUNDS

ATTACHMENT B: RESOLUTION #1-2017 ADOPT RULES OF PROCEDURE FOR 2017

ATTACHMENT C: RESOLUTION #2-2017 APPROVE PURCHASING
POLICY AND PROCEDURES

ATTACHMENT D: RESOLUTION #3-2017 APPROVE INVESTMENT
POLICY

ATTACHMENT E: LIST OF BOARD MEMBERS AND MEETINGS

WORKSHOP AGENDA: TOWN BOARD WORKSHOP
TUESDAY JANUARY 10, 2017
IMMEDIATELY FOLLOWING ORGANIZATIONAL MEETING

Since the workshop was immediately following the organizational meeting, Jim Welch made the motion to open the Town Board workshop and wave repeating the pledge of allegiance, as well as the roll call.

Second: Todd Pipitone

Vote: 3 Ayes. Carried

Also attending was: Palmyra Code Enforcement Officer Pat Sheridan, and Palmyra Highway Superintendent Mike Boesel.

Items to be discussed:

- **Highway Facility:** Speaker Kara Kling, representative from Blue Scope Construction, met with Highway Superintendent Boesel earlier in the day to discuss facility solutions. An itemized quote should be received by the town by the week of January 23rd, in time to be discussed at the January 26th regular town board meeting.
- **Betlem Heating and Cooling proposed contract:** Betlem Heating and Cooling proposed a contract for winter and summer service. No further action was recommended.
- **Discussion of purchase of truck for code enforcement:** Discussion regarding options for new truck for code enforcement was discussed. Final decision will be made on the January 26th, 2017.
- **Impact Theatre Van:** The board engaged in discussion regarding our tenant, Impact Theatre, leaving their theater groups van in our parking lot when they were not using it. The board will continue this discussion at the next meeting.

Adjourn Meeting: At 9:03 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Jim Welch

Vote: 3 Ayes. Carried

**MTN:
ADJOURN
MEETING**

Respectfully submitted as it was reported by Supervisor Miller,

Irene Unterborn
Palmyra Town Clerk

NEXT REGULAR MEETING:
Thursday, January 26, 2017, 7:00 P.M.
at the Palmyra Town Hall