

**TOWN OF PALMYRA  
ANNUAL ORGANIZATIONAL MEETING  
JANUARY 5, 2016**

At 7:02 p.m., Supervisor Kenneth Miller called to order the Organizational Meeting, scheduled for Tuesday, January 5, 2016, 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
- Michael Lambrix, Councilman

Todd J. Pipitone, Councilman was absent.

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

**MTN:  
APPROVE PREVIOUS TOWN BOARD MINUTES**

Second: Jim Welch

Vote: 3 Ayes. Carried

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

**ATTENDANCE**

**COMMUNICATIONS**

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There were no official communications.

**SUPERVISOR APPOINTMENTS**

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

**SUPERVISOR APPOINTMENTS**

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

**Approve: Appointment of Brad Cook to Town Board:** Mike Lambrix made the motion to appoint Bradley Cook to fill vacancy of a Town Board Member effective as of January 1<sup>st</sup>, 2016, thru December 31, 2016. Supervisor Miller asked for a roll call vote.

James Welch, Deputy Supervisor	Aye
Michael Lambrix, Councilman	Aye
Todd J. Pipitone, Councilman	Absent
Kenneth Miller, Supervisor	Aye

Vote: 3 Ayes. Carried

**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 Celeste Finewood
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:	Karen Yantz

**1. Approve Staff Appointments:** Mike Lambrich made the motion to approve the above Town of Palmyra Staff Appointments for 2016, retroactive to January 1<sup>st</sup>, 2016, as budgeted and approved in 2016 budget.

**MTN: APPROVE  
STAFF  
APPOINTMENTS**

Second: Jim Welch

Vote: 3 Ayes. Carried

**2. Approve Salaries:** Mike Lambrich made the motion to approve salaries for the Supervisor, Councilpersons, Town Clerk, Justices, Full and Part-time Staff as budgeted and approved in the 2016 budget.

**MTN: APPROVE  
SALARIES**

Second: Jim Welch

Vote: 3 Ayes. Carried



**8. Agreement to Spend Town Highway Funds-2016:** 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 \$523,845.00 may be expended for general repairs upon 49 miles of town highway.

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

**ATTACHMENT A**

Second: Brad Cook

Vote: 3 Ayes. Carried

Highway Superintendent Boesel explained that the dollar figure for this was arrived at by simply adding the sum of CHIPs funding and the sum of general repairs. 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 #1-2016:** Adopt Rules of Procedure for 2016

**Resolution #2-2016:** Approve Purchasing Policy and Procedures

**Resolution #3-2016:** 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, Mike Lambrix made the motion to approve all three of these resolutions at one time for 2016.

Second: Jim Welch

Vote: 3 Ayes. Carried

Resolutions #1, #2, & #3-2016, will be **ATTACHMENTS B, C, & D**.

**ATTACHMENTS B, C, & D**

**10. Approve: Town Holidays 2016:**

1. New Year’s Day – January 1st
2. President’s Day – February 15th
3. Memorial Day – May 30th
4. Independence Day – July 4<sup>th</sup>
5. Labor Day – September 5th
6. Columbus Day – October 10th
7. Veteran’s Day – November 11th
8. Thanksgiving Day – November 24th
9. Day After Thanksgiving – November 25th
10. Christmas Day (Christmas falls on Sunday in 2016) – December 26th

**MTN: APPROVE TOWN HOLIDAYS**

Mike Lambrix made the motion to approve the above holidays for Town Employees for 2016, retroactive to January 1, 2016.

Second: Jim Welch

Vote: 3 Ayes. Carried

**11. Approve: Authorization for Check Signing:** Mike Lambrix 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 2015 Town Financial Books:** Mike Lambrix 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 28, 2016. The board members that audit the offices would then present their findings at the February 25, 2016 meeting.

Second: Jim Welch

Vote: 3 Ayes. Carried

**13. Establish Rate for Mileage Re-imbursement:** Mike Lambrix made the motion to approve the current mileage re-imbursement of \$.55 per mile.

Second: Jim Welch

Vote: 3 Ayes. Carried

**14. Appoint: Board Representative to Wayne County Cable TV Council:** Mike Lambrix made the motion to appoint Ken Miller as representative to the Wayne County Cable TV Council.

Second: Brad Cook

Vote: 3 Ayes. Carried

**15. Approve: Purchase of BAS Software and Services:** After discussion of the brand and details of the BAS software and services, Mike Lambrix made the motion to approve the purchase of the BAS Software and Services for use in the Code Enforcement Office, as quoted in the Integrated Property System Quote, not to exceed \$15,600.00, and to allow the Supervisor to sign the agreement. Jim Welch seconded the motion. This is a budgeted purchase. A roll call vote was asked for by the Supervisor.

James Welch, Deputy Supervisor      Aye

Michael Lambrix, Councilman      Aye

Brad Cook, Councilman      Aye

Vote: 3 Ayes. Carried

It was further explained that there is currently an \$1800.00 annual fee that includes service and any upgrades.

**16. Approve: Updated Fee Schedule:** After discussion with the Code Enforcement Officer Pat Sheridan regarding the projection of fees to be collected, and the escrow fee of \$150.00 that will be collected for building permits, Mike Lambrix made the motion to approve the updated fee schedule in the Code Enforcement Office to take effect on February 1<sup>st</sup>, 2016.

Second: Jim Welch

Vote: 3 Ayes. Carried

**17. Approve: Purchase of Mowing Tractor:** Jim Welch made the motion to approve the purchase of a 2015 - 6105 JD Tractor with 2 yr. warranty, not to exceed \$110,000.00. Discussion ensued in regards to used tractors that were also available. Ultimately, Mr. Boesel stated that he thought that after much research, and after inspecting the tractor, the warranted tractor for \$110,000.00 would be the best choice, and that he anticipates getting 14-16yrs of use out of it. Mr. Welch repeated the motion for this budgeted purchase. Brad Cook seconded the motion. The Supervisor requested a roll call vote.

James Welch, Deputy Supervisor      Aye

Michael Lambrix, Councilman      Aye

Brad Cook, Councilman      Aye

Vote: 3 Ayes. Carried

**18. Approve: Change in Employee Handbook:** This change had been tabled at the previous meeting, and the Supervisor asked that it remained tabled at this time.

**19. Approve: Cost of Demolition of 4775 Tellier Rd:** Mike Lambrix made the motion to accept the cost of demolition of 4775 Tellier Rd., not to exceed \$22,000.00. It is noted that this is an emergency situation, and that the cost will be added to the property owner's taxes.

Second: Jim Welch

Vote: 3 Ayes. Carried

**20. Approve: Accept Possible Responsibility for Congdon Trust:** Mike Lambrix made the motion to accept funds that may be left in the Congdon Fund only if the Palmyra Kings Daughter's, Inc. is no longer able or willing to accept this trust, to be used solely to erect a memorial to honor Palmyra's WWI veterans in the Sexton Park, with the cost of such monument being only what is left of said trust. The Town Clerk further explained the situation, and reassured the Town Board that the Village Board agreed to allow this to be built at the Sexton Park, if necessary, at their January 4<sup>th</sup>, 2016 meeting.

Second: Jim Welch

Vote: 3 Ayes. Carried

**21. Approve: Letter Indicating that the town Accepts Responsibility for Congdon Fund:** Mike Lambrix made the motion to approve the Supervisor to sign the letter to JP Morgan Chase Bank indicating that the town would accept responsibility for Congdon Fund if needed. **(ATTACHEMENT E)**

Second: Jim Welch

Vote: 3 Ayes. Carried

**22. Approve: Resignation Letter from Neil Gates:** Mike Lambrix made the motion to accept the resignation of Neil Gates, Planning Board Member for the past ten years, effective immediately.

Second: Brad Cook

Vote: 3 Ayes. Carried

**INFORMATIONAL ITEMS**

A current list of Board Members for 2016, as well as Meeting Dates, was provided to the Town Board Members. **(ATTACHMENT F)**

**Adjourn Meeting:** At 8:07 PM, Mike Lambrix 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 #1-2015 ADOPT RULES OF PROCEDURE FOR 2015

**ATTACHMENT C:** RESOLUTION #2-2015 APPROVE PURCHASING POLICY AND PROCEDURES

**ATTACHMENT D:** RESOLUTION #3-2015 APPROVE INVESTMENT POLICY

**ATTACHMENT E:** CONGDON TRUST LETTER

**ATTACHMENT F:** LIST OF BOARD MEMBERS AND MEETINGS

**Next Meeting is Thursday January 28<sup>th</sup>, 2016- Palmyra Town Hall**