

**TOWN OF PALMYRA
ANNUAL ORGANIZATIONAL MEETING
JANUARY 8, 2019**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Organizational Meeting, scheduled for Tuesday, January 8, 2019, 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
Todd J. Pipitone, Councilman
Bradley Cook, Councilman

Councilman Mike Lambrix was absent.

ATTENDANCE

Also attending was: Robert Kelsch (Sun& Record), and Joan Gates (Assessor).

COMMUNICATIONS

There were no official communications.

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 no changes from 2018 to his liaison appointments for 2019:

- **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

OTHER ACTION ITEMS:

1. Approve Staff Appointments: Jim Welch made the motion to approve the above Town of Palmyra Staff Appointments for 2019, retroactive to January 1st, 2019, as budgeted and approved in 2019 budget.

Second: Jim Welch

Vote: 3 Ayes. Carried

<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:	Julie Hartman
Office Clerk per diem	Joan M. Shaffer
Records Management Officer:	Irene E. Unterborn
Records Management Coordinator:	Julie Hartman
Tax Collector / Receiver	Irene E. Unterborn
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 (4yr-thru 2021):	Malcolm Riggs, MD
Court Clerk:	Patricia Peterson
Appointed Assessor:	Joan Gates
Clerk to the Assessor:	Christopher Scott Comegys
Clerk to Highway Superintendent:	Sandy Fabrizio
EMS Advisory Board Representative (12/31/2020)	Mike Catalano
Wayne County Fire Advisory Board (12/31/2020)	Ron Hickman

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 2019 budget.

Second: Jim Welch

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: Jim Welch

Vote: 3 Ayes. Carried

4. Designate Official Newspaper: Todd Pipitone made the motion to designate the *Times of Wayne County* as the town's official newspaper for 2019.

Second: Brad Cook

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 2019:

- 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 2019 meeting will be the on the 26th of November.

Second: Brad Cook

Vote: 3 Ayes. Carried

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

Second: Brad Cook

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, and Retirement.

Second: Jim Welch

Vote: 3 Ayes. Carried

8. Agreement to Spend Town Highway Funds-2019: 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 \$534,552.00 may be expended for general repairs upon 49 miles of town highway.

Second: Todd Pipitone

Vote: 3 Ayes. Carried

This agreement will be **ATTACHMENT A**.

With no changes to the previous year’s following agenda items, Supervisor Ken Miller made the motion to approve items #9 thru #13 all at one time for 2019.

9. Resolution #1-2019: Adopt Rules of Procedure for 2019

10. Resolution #2-2019: Approve Purchasing Policy and Procedures

11. Resolution #3-2019: Approve Investment Policy

Resolutions #1, #2, & #3-2019, will be **ATTACHMENTS B, C, & D**.

12. Approve: Town Holidays 2019:

New Years Day	Tuesday, January 1st
Presidents Day	Monday, February 18 th
Good Friday	Friday, April 19 th
Memorial Day	Monday, May 27 th
Independence Day	Thursday, July 4 th
Labor Day	Monday, September 2 nd
Columbus Day	Monday, October 14 th
Veterans Day	Monday, November 11 th
Thanksgiving Day	Thursday, November 28 th
Day after Thanksgiving	Friday, November 29 th
Christmas Day	Wednesday, December 25 th

13. Approve: Authorization for Check Signing: Motion to allow Ken Miller or James Welch to sign checks on behalf of the Town of Palmyra.

Todd Pipitone seconded the motion for items #9 thru #13, and a roll call vote was requested.

Councilman Lambrix	Absent
Councilman Welch	Aye
Councilman Pipitone	Aye
Councilman Cook	Aye
Supervisor Miller	Aye

Vote: 4 Ayes. Carried

WHEREAS, William E. Abbott 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 8, 2019

20. Approve: Town Clerk to Attend Annual Conference: Brad Cook made the motion to approve the Town Clerk to attend Annual Town Clerk Conference May 2019, in Syracuse NY, not to exceed \$750.00, including room, food, mileage and course fees. This is a budgeted item for 2019.

Second: Brad Cook

Vote: 3 Ayes. Carried

Noted: The entire amount needed to be approved so that the clerk could apply for scholarships by February.

INFORMATIONAL ITEMS:

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

These are all found in the www.palmyrany.com website.

2. Historian Beth Hoads Last Year: Historian Beth Hoad has stated that 2019 will be her last year serving as Town Historian, and she will be submitting names for possible replacements.

Adjourn Meeting: At 7:13 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Jim Welch

Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

ATTACHMENT A: AGREEMENT TO SPEND HIGHWAY FUNDS

ATTACHMENT B: RESOLUTION #1-2019 ADOPT RULES OF PROCEDURE FOR 2019

ATTACHMENT C: RESOLUTION #2-2019 APPROVE PURCHASING POLICY AND PROCEDURES

ATTACHMENT D: RESOLUTION #3-2019 APPROVE INVESTMENT POLICY

ATTACHMENT E: LIST OF BOARD MEMBERS AND MEETINGS

NEXT REGULAR MEETING:
Thursday, January 24 2019, 7:00 P.M.
at the Palmyra Town Hall