

**TOWN OF PALMYRA
ANNUAL ORGANIZATION MEETING
JANUARY 8, 2013**

The Organization Meeting, scheduled to be held on Tuesday, January 8, 2013, at the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, Wayne County, New York, 14522, was called to order at 7:30 p.m. by Town Supervisor Kenneth F. Miller.

CALL TO ORDER

The following legal notice had been posted and published, announcing the meeting, according to law:

LEGAL NOTICE

**TOWN OF PALMYRA ORGANIZATIONAL MEETING
FOR THE YEAR 2013**

NOTICE IS HEREBY GIVEN, that the organizational meeting of the Town Board of the Town of Palmyra will be held on Tuesday, January 8, 2013, at 7:30 p.m. in the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York.

Dated: December 27, 2012

Lyndall Ann P. Green

Palmyra Town Clerk

**LEGAL NOTICE
ANNOUNCING
ORGANIZATION
MEETING**

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

**PLEDGE OF
ALLEGIANCE**

Upon roll call, the following Town Board members were present:

- Supervisor - Kenneth F. Miller
- Town Board Members - James Welch
- Todd J. Pipitone
- Michael Lambrix

Councilman David Nussbaumer was absent.

ROLL CALL

There were no others present at this organizational meeting.

ATTENDANCE

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

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

**APPOINTMENTS
MADE BY
SUPERVISOR**

Committee Appointments –

**APPOINTMENTS
MADE BY
SUPERVISOR**

- Highway Committee Chairman James Welch
- Economic Development, Appeals, and Town Clerk’s Office Committee Chairman Todd Pipitone
- Zoning and Assessor’s Office Committee Chairman David Nussbaumer
- Operations & Planning Chairman Michael Lambrix

APPOINTMENTS AND SALARIES

**APPOINTMENTS
AND SALARIES**

<u>TITLE</u>	<u>NAME</u>	<u>SALARY</u>
Deputy Supervisor:	James T. Welch	NONE
Budget Officer:	Kenneth F. Miller	NONE
Town Historian:	Beth Hoad	\$1,250/yr
Town Constable:	Gary Rose	NONE
Zoning/Code Enforcement Officer & Building Inspector:	Dan Wooden	\$46,818/yr
Deputy Zoning/Code Enforcement Officer & Bldg Inspector:	Bob Grier	\$14,566/yr
Animal Control Officer & Rabies Responder:	Gary Rose	\$9,000/yr
Deputy Animal Control Officer:	Michelle Rose	NONE
Deputy Town Clerk:	Irene E. Unterborn	\$13.93/hr
Deputy Clerk:	Celeste Finewood	\$12.26/hr
Office Clerk:	Joan M. Shaffer	\$10.46/hr
Records Management Officer:	Lyndall Ann P. Green	NONE
Records Mgmt. Coordinator:	Celeste Finewood	NONE
Clerk to the Supervisor:	Petra Anderson	\$38,967/yr
Registrar (4 yrs—through 2016):	Lyndall Ann P. Green	Fee Reimburse
Deputy Registrar:	Irene E. Unterborn	Fee Reimburse
Deputy Highway Superintendent:	Michael Paul	\$23.09/hr

Bingo Inspector:	Elmer VerPlank	\$15.00/occasion	
Health Officer (4 yrs—thru 2013):	John Wehrle, MD	Per Statute	
Court Clerk:	Patricia Peterson	\$15,716/yr	
Sole Assessor:	Elaine Herman	\$50,006/yr	APPOINTMENTS AND SALARIES
Clerk to the Assessor:	Joan E. Gates	\$14.07/hr.	
Clerk to Highway Supt:	Karen Yantz	\$14.29/hr	
Hourly rate for Town Highway Crew:			
	Deputy Superintendent	\$23.09/hr	
	Equipment Operators	\$21.79/hr	
	Equipment Operator (new hire)	\$17.09/hr	
	Mower Operator	\$10.51/hr	MTN: APPROVE ALL APPOINTMENTS AND SALARIES FOR 2013—RETROACTIVE TO January 1, 2013
	Seasonal Help	\$9.00/hr	

Motion to approve the above-named appointments and salaries for 2013, and that all appointments and salaries are retroactive to January 1, 2013, was made by Jim Welch.

Second: Todd Pipitone

Vote: 3 Ayes. Carried.

OTHER ACTION ITEMS

- Petty Cash Funds:** Motion was made by Todd Pipitone to authorize petty cash funds and custodians for:

- Petty Cash (\$100.00)
- Town Clerk’s Drawer (\$100.00)
- Water/Sewer Collection (\$100.00)
- Tax Collector - (\$100.00)

MTN: AUTHORIZE PETTY CASH FUNDS FOR TOWN OFFICES

Second: Jim Welch

Vote: 3 Ayes. Carried.

Ken made the request that all Petty Cash Funds should be reconciled by February 1, 2013, and that a statement should be provided to that effect.

REQUEST TO HAVE ALL PETTY CASH FUNDS RECONCILED BY FEBRUARY 1, 2013

- Establish Rate for Mileage:** Motion was made by Todd Pipitone to set the rate for mileage reimbursement at \$.50 per mile for the calendar year 2013.

MTN: RATE FOR 2012 MILEAGE REIMBURSE AT \$.50 PER MILE

Second: Jim Welch

Vote: 3 Ayes. Carried.

- 11. **Authorized Signatures for Check Signing:** Motion was made by Todd Pipitone to authorize the following people to sign checks for the Town of Palmyra:

MTN: AUTHORIZE SIGNATURES FOR CHECK SIGNING

Kenneth F. Miller – OR – James T. Welch

Second: Jim Welch

Vote: 3 Ayes. Carried.

- 12. **Audit of 2012 Town Financial Books:** Motion was made by Todd Pipitone to set March 28, 2013 as the date for the Town Board to audit the 2012 financial books of the Town Court Justices, the Town Clerk, and the Supervisor.

MTN: SCHEDULE 3/28/2013 MEETING OF TOWN BOARD FOR ANNUAL AUDIT OF 2012 FINANCIAL BOOKS

Second: Jim Welch

Vote: 3 Ayes. Carried.

- 13. **Group Three Re-Appointments Into One Motion:** Supervisor Ken Miller requested the following three Board re-appointments together in one motion:

MTN: GROUP THREE RE-APPOINTMENTS INTO ONE MOTION

Todd Pipitone made the motion to approve grouping all three of the following re-appointments into one:

Second: Jim Welch

Vote: 3 Ayes. Carried.

Town Zoning Board of Appeals Re-Appointment:

Donald J. Seier has agreed to serve another five-year term on the Town Zoning Board, with his term ending on December 31, 2017.

Town Planning Board Re-appointment:

Nelson Claeysen has agreed to serve another five-year term on the Town Planning Board, with his term ending on December 31, 2017.

Palmyra Board of Assessment Review Re-appointment:

Nelson Claeysen has agreed to serve another five-year term on the Palmyra Board of Assessment Review, with his term ending December 31, 2017.

Todd Pipitone made the motion to approve all three of these re-appointments.

Second: Jim Welch

Vote: 3 Ayes. Carried.

MTN: RE-APPOINT DONALD J SEIER TO ANOTHER 5-YEAR TERM ON TOWN ZONING BOARD OF APPEALS & RE-APPOINT NELSON CLAEYSON TO ANOTHER 5-YEAR TERM ON TOWN PLANNING BOARD & RE-APPOINT NELSON CLAEYSON TO ANOTHER 5-YEAR TERM ON PALMYRA BOARD OF ASSESSMENT REVIEW

- 14. **NYMIR Law Enforcement Liability Insurance:** The Town received a letter from Eastern Shore Associates Insurance highly recommending that the Town accept coverage of the NYMIR Law Enforcement Liability Insurance for the Constable/ Animal Control Officer, who is "authorized to carry a firearm. If he is carrying a firearm then it's our recommendation that the law enforcement liability insurance be purchased."

"This policy will cover law enforcement officers against claims resulting from alleged bodily injury or personal injury including false arrest, false imprisonment, libel, slander, defamation of character, and assault and battery in the course of an arrest. This coverage is necessary if you have a Police Department or armed officials such as Constables, Justices, or Animal Control Officers."

The cost of the premium, additional premium on public officials, and the additional capitalization is \$1130 annually, for five years. Todd Pipitone made the motion to approve coverage of this specialized insurance at \$1,130 annually for five years. This item had not been budgeted for 2013.

MTN: APPROVE COVERAGE OF NYMIR LAW ENFORCEMENT LIABILITY INSURANCE AT \$1130/YEAR FOR FIVE YEARS

Second: Jim Welch

Vote: 3 Ayes. Carried.

- 15. **Pre-Approve Wayne County Town Clerks Meetings Attendance:** It was requested that pre-approval for attendance at the Wayne County Town Clerks and Deputies Association meetings for each ensuing year be approved at the annual organizational meeting. Todd Pipitone made the motion to approve attendance at the 2013 Wayne County Town Clerks and Deputies Association meetings, including fees and mileage reimbursement. In addition, Todd said this motion would include the \$30 registration fee for 2013.

MTN: PRE-APPROVE WAYNE CO. TOWN CLERKS 2013 MEETINGS ATTENDANCE PLUS REIMBURSE & ANNUAL FEE FOR 2013 DUES

Second: Jim Welch

Vote: 3 Ayes. Carried.

- 16. **Resolution #4-2013: Proposed Local Law No. 1 of the Year 2013:** Since it is the intention to propose a Local Law annually to override the tax cap for the subsequent year's Town budget, Ken Miller suggested scheduling the hearing at the annual Organizational Meeting. Todd Pipitone made the motion to set the public hearing for Local Law No. 1 of the Year 2013—A Local Law to Override the Tax Levy Limit Established in General Municipal Law 3-c—for Thursday, January 24, 2013, at 7:00 p.m. at the Palmyra Town Hall.

MTN: SET HEARING DATE FOR 1/24/2013 FOR RESOLUTION: #4-2013—PROPOSED LOCAL LAW NO. 1 OF THE YEAR 2013 A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT

Second: Jim Welch

Vote: 3 Ayes. Carried.

tion about the Training Session for Town Officials, including proposed resolutions concerning Home Rule, Controlling Municipal Expenditures, Infrastructure Management, Real Property Tax Administration, Disaster Recovery Relief and Funding and Revenue. AOT lobbyists take these to legislators to be enacted.

**ASSN OF TOWNS
2013 ANNUAL
MEETING
INFORMATION**

- 2. **Public Officials' Conference in Wayne County:** Notice was received of a Public Officials Conference called "*Responsibilities of Town and Village Officials During a Large Emergency or Disaster*" on Thursday, January 30, 2013. It is hosted by the Wayne County Emergency Management Office in Lyons. Those wishing to attend should contact Ken Miller.

**WAYNE COUNTY
PUBLIC OFFICIALS'
CONFERENCE ON
1/30/2013**

Concerning an Emergency Response Plan, Ken said there were questions at the last Town Board meeting. Tonight, he showed Board members the large notebook with emergency information that the Town has, and said it is at the Town Hall in Ken's office. Following a resolution in 2006, Ken said, "We will follow the National Incident Management System." He added Wayne County is "in good shape (for emergencies) because of Ginna," referring to the Nuclear Power Plant in Ontario—which follows strict Federal emergency plans. Jim Welch stated he, as Deputy Supervisor, "needs direction in case Ken Miller is not here in an emergency." Ken said he will provide that for Jim.

**UPDATE ON TOWN
EMERGENCY
RESPONSE PLAN**

- 3. **Adjourn Meeting:** At 8:11 p.m., Todd Pipitone made the motion to adjourn the Organization Meeting.

**MTN: ADJOURN
MEETING**

Second: Jim Welch

Vote: 3 Ayes. Carried.

Respectfully submitted,

Lyndall Ann P. Green
Palmyra Town Clerk

**ATTACHMENT A: AGREEMENT TO SPEND TOWN HIGHWAY FUNDS
(BETWEEN TOWN OF PALMYRA AND COUNTY OF WAYNE)**

RESOLUTIONS:

1-2013 – ADOPT RULES OF PROCEDURE

2-2013 – ADOPT PURCHASING POLICY AND PROCEDURES

3-2013 – ADOPT INVESTMENT POLICY

4-2013 – PROPOSED LOCAL LAW NO. 1 OF THE YEAR 2013

**NEXT PUBLIC HEARING FOR LOCAL LAW #1
AND REGULAR MEETING:
THURSDAY, JANUARY 24, 2013, 7:00 P.M.
AT THE PALMYRA TOWN HALL**