

**MID-MONTH MEETING OF THE TOWN BOARD**

**PALMYRA TOWN HALL  
MAY 8, 2012**

At 7:30 p.m., Supervisor Kenneth Miller called to order the Town Board meeting, scheduled for Tuesday, May 8, 2012, at the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York, for matters of business to come before the Board.

**CALL TO ORDER**

The following legal notice was posted on the Town Hall bulletin board and it also appeared in the May 5 edition of *The Times of Wayne County*, the Town’s official newspaper:

*"Notice is hereby given that there will be a meeting of Town Board of the Town of Palmyra to be held on Tuesday, May 3, 2012, at 7:30 p.m. in the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York."*

**NOTICE OF  
TONIGHT’S  
MEETING**

Also, as prescribed by law, a copy of tonight’s agenda was posted on the Town Hall bulletin board before the meeting, available for all to read.

**AGENDA  
AVAILABLE TO  
PUBLIC**

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

**PLEDGE TO THE  
FLAG**

Upon roll call, the following Board members were present:

- Kenneth F. Miller, Supervisor
- David Nussbaumer, Councilman
- Michael Lambrix, Councilman
- James Welch, Councilman
- Todd Pipitone, Councilman

**ROLL CALL**

Attending were three students from the Pal-Mac High School’s “Participation in Government” class: Luke Prince, Taylor Jones and Dustin Jones, along with the Palmyra Bookkeeper, Petra Anderson.

**MEETING  
ATTENDANCE**

**INFORMATIONAL ITEMS**

1. **Streamlining Laws and Reporting Procedures in New York State:** In an email received from Assemblymen Andrew Hevesi and William Magnarelli of the NY State Legislature, concerning current laws and reporting requirements:

**REQUEST TO  
STREAMLINE  
LAWS &  
REPORTING  
REQUIREMENTS  
FROM NYS  
ASSEMBLYMEN**

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*"We, the Chair of the Local Governments Committee and the Chair of Oversight, Analysis, and Investigation Committee, are initiating a review of municipal reporting requirements. We are looking to discern which statutorily required local government reporting requirements are no longer useful and should be eliminated, and which should be modified to improve usefulness, and/or streamlined or consolidated.*

*"To that end, we are seeking your input. We request that you provide us with a list that includes as much of the following information as possible: A report title and description, statutory citation of the requirement, a recommendation of whether the report should be eliminated or modified, and also your rationale in each instance."*

All Town Department heads received copies of this request, as well as Board members.

Dave Nussbaumer recommended that the Town Attorney review the laws for any deletions or changes. Mike Lambrix added the attorney's time should be kept to a minimum on this issue.

2. **Results of Town Audit Last Fall:** In order to satisfy a requirement by Rural Development, Division of the U.S. Department of Agriculture, a Town audit was required. This was a final part of two water projects and a sewer project completed in 2010. Raymond F. Wager, CPA, P.C. was the Certified Public Accountant firm that conducted the audit. The completed audit, dated August 29, 2011, is divided into three documents:

**RESULTS OF  
TOWN AUDIT  
LAST FALL—  
CONDUCTED AS  
PART OF WATER  
AND SEWER  
PROJECTS**

- "Basic Financial Statements For Year Ended December 31, 2010"
- "Single Audit Report For Year Ended December 31, 2010"
- "Communicating Internal Control Related Matters Identified In An Audit For Year Ended December 31, 2010"

Copies of these documents were included in Board members' packets for them to read before discussion at the next Town Board meeting on May 24, 2010.

Ken Miller said the Town had passed the audit, meaning that the Town has met the requirements by law and by Rural Development. As part of the audit, there are several recommendations for controls and balances, although it is

not mandatory that they be implemented. Ken would like Board members to consider the recommendations and have input at the next meeting, before approving and accepting the results of the audit.

3. **Public Input:** No members of the public had items for discussion with the Board at this time. **NO PUBLIC INPUT**

### **AGENDA ITEMS**

1. **Approve Purchase of Software Package for the Bookkeeper:**  
Town Bookkeeper, Petra Anderson was in attendance at the Board meeting to answer questions about the request for new software. She provided a rationale for purchase plus comparisons between vendors and a requested software package.

The current software is 12 years old and is not supported by the original vendor. They do not provide enhancements or upgrades. The new PC has capabilities that are newer and more powerful, but cannot use the old software.

In addition, NY State regulations and new reporting laws have been upgraded, so the old software has become cumbersome to meet the new reporting requirements, without cutting-and-pasting information manually. Many codes have changed, Petra added, and the requested software would keep up with the new codes and requirements. The requested purchase price includes the first year of software package, support and upgrades. After the first year, annual cost of the software package would be \$800 (current price), subject to increases (although there would be advance notice for budgeting purposes).

Neighboring towns of Marion and Williamson have also been looking at upgrading their bookkeeping software. By combining the efforts of the three towns, and selecting one vendor, training costs could be combined, saving money for all, as well as providing backup, should that ever be necessary.

Todd Pipitone asked why there is such a discrepancy between amounts of the proposals among vendors. Petra replied that some have no customers in Wayne County. Others have features that are too much for our needs now, although they are very user-friendly. She is confident the requested vendor provides services and updates that are compatible with the changes the State Comptroller's office wants, especially the Annual Financial Report.

**APPROVE  
PURCHASE OF  
SOFTWARE  
PACKAGE FOR  
BOOKKEEPER**

To wrap up the discussion, Ken added that the new software is Windows-based, and can accept records in "Access", compatible with the reports Petra prepares. This software includes the Town Package plus Fixed Assets, which is required to manage the asset base.

He then asked for a motion to purchase the software package for the Bookkeeper from Enhanced Business Systems, although it hadn't been budgeted this year. The price of \$6,902.15 includes the first year of support.

**MTN: PURCHASE SOFTWARE PACKAGE FOR BOOKKEEPER FROM EBS**

Dave Nussbaumer then made the motion to accept these terms and purchase the software from E.B.S.

Second: Mike Lambrix

Vote: 5 Ayes. Carried.

Necessary budget adjustments for this purchase will be included in the Town Board meeting of May 24.

**ATTACHMENT A**

The Accounting Software request to the Town Board by Petra Anderson is included with these minutes as Attachment A.

**2. Approve "Contractual Requirement for Anticipated Deposit and Collateral Requirements" with Community Bank;**

Board members received copies of "Exhibit A: Schedule of Anticipated Deposit and Collateral Requirements" with Community Bank, N.A., as part of the required paperwork to make the change from HSBC Bank to Community Bank later this month. Ken wanted the Board to know that when the bank receives the large deposits at certain times of the year, *"the Custodian agrees to provide safekeeping services and to hold any securities pledged by the Bank in a custodial account established for the benefit of the Local Government as secured party pursuant to this Agreement."*

Mike Lambrix made the motion to approve the "Contractual Requirement for Anticipated Deposit and Collateral Requirements" to have the bank guarantee the Town's funds.

**MTN: APPROVE BANK AGREEMENT TO GUARANTEE TOWN FUNDS**

Second: Dave Nussbaumer

Vote: 5 Ayes. Carried.

**ADDED INFORMATIONAL ITEM**

**Upcoming Medical Costs to the Town:** Ken said we have recently received numbers for medical benefits, and they show about an 11% increase for the next year. Managing this will be discussed at the next Board meeting.

**UPCOMING  
MEDICAL COSTS  
TO TOWN**

**Motion to Adjourn:** At 7:48 p.m., Mike Lambrix made the motion to adjourn the meeting.

**MTN: ADJOURN  
MEETING**

Second: Jim Welch

Vote: 5 Ayes. Carried.

Respectfully submitted,

Lyndall Ann P. Green  
Palmyra Town Clerk

**ATTACHMENT A: Accounting Software request to the Town Board  
by Petra Anderson, Town Bookkeeper.**

**NEXT TOWN BOARD MEETING:**

**THURSDAY, MAY 24, 7:00 P.M.  
PALMYRA TOWN HALL**