

**TOWN OF PALMYRA  
ANNUAL ORGANIZATIONAL MEETING  
JANUARY 2<sup>nd</sup>, 2024**

At 7:00 p.m., Supervisor Gary Rose called to order the Organizational Meeting, scheduled for Tuesday, January 2<sup>nd</sup>, 2024, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

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

Upon roll call, the following Board members were present:

Gary Rose, Supervisor  
James Welch, Deputy Supervisor  
Doug DeRue, Councilman  
Todd Pipitone, Councilman

Councilman Bradley Cook was absent.

**ATTENDANCE**

County Clerk, Mike Jankowski, was also in attendance.

**SPECIAL GUESTS**

Mike Catalano, EMS Advisory Board, was unable to attend this evening.

**SUPERVISOR APPOINTMENTS**

The following appointments were designated and announced by the Town Supervisor Gary Rose:

Deputy Supervisor	James T. Welch
Clerk to Supervisor	Petra Anderson

**TOWN BOARD LIAISON APPOINTMENTS**

Supervisor Rose announced there would be slight changes from 2023 to his liaison appointments for 2024:

- **Public Works:** Councilman James Welch – Highway Department, Equipment and Facilities

- **Town Development:** Councilman Todd Pipitone - IT & Phones, Security, Code Enforcement/Planning Board, and Strategic (Comprehensive) Plans.
- **Government Operations:** Councilman Doug DeRue – Assessor, Fire Protection Contracts, Youth & Aging, and Historian.
- **Human Services:** Councilman Bradley Cook - Town Clerk, Archives, and Town Hall Facility.
- **Supervision:** Supervisor Gary Rose – Animal Control, Human Resources, Justices, and Finance.
- **Town Hall Building & Grounds Committee:** Councilmen Brad Cook & Doug DeRue, and Town Clerk Irene Unterborn.

**OTHER ACTION ITEMS:**

**1. Approve Staff Appointments:** Todd Pipitone made the motion to approve the below list of Town of Palmyra Staff Appointments for 2024, retroactive to January 1<sup>st</sup>, 2024, as budgeted and approved in the 2024 budget.

Second: Doug DeRue

Vote: 3 Ayes. Carried

<u>TITLE</u>	<u>NAME</u>	<u>STATUS</u> **
Supervisor	Gary Rose	FT
Town Clerk	Irene Unterborn	FT
Deputy Supervisor:	James Welch	PT
Highway Superintendent	Mike Boesel	FT
Budget Officer:	Gary Rose	PT
Town Historian:	Bonnie and Steve Hays	PT
Zoning Enforcement Officer & Building Inspector:	Patrick Sheridan	FT
Deputy Zoning Enforcement Officer & Building Inspector:	Robert Grier	PT
Secretary to Code Enforcement Officer, Secretary to the Assessor, and Secretary to the Book Keeper	Julie Hartman	FT
Animal Control Officer & Rabies Responder:	Tracy Brown	PT
Deputy Town Clerk:	Heidi V. Jarvis	FT
Part-time Clerk/Record Co-ordinator:	Heidi Schumaker	PT
TC Office Clerk	Sheelah Zink	As needed
Records Management Officer:	Irene E. Unterborn	FT
Clerk to the Supervisor:	Petra Anderson	FT
Registrar (4 yrs-thru December 31, 2027)	Irene E. Unterborn	FT
Deputy Registrar:	Heidi V. Jarvis	FT
Deputy Highway Superintendent:	Michael Paul	FT
Bingo Inspector:	Pat Sheridan	As needed
Health Officer (4 yr-thru Dec 31, 2027):	Daniel Harris, MD	As needed
Court Clerk:	Patricia Peterson	PT
Appointed Assessor:	Paula Ruthven	PT
Clerk to Highway Superintendent:	Mary Beth Braman	PT
EMS Advisory Board Representative (12/31/2025)	Mike Catalano	As needed
Wayne County Fire Advisory Board (12/31/2025)	Warren Frederick	As needed
Special Counsel	Boylon Code, Attorneys at Law	As needed
Special Counsel	Gary Bowitch	As needed
Special Counsel & Deputy Town Attorney	John Morell	As needed
Town Attorney	Paul Rubery	As needed

\*\* FT = Full-time    PT= Part-time

**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 2024 budget.

Second: Doug DeRue

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, as written:

Second: Jim Welch

Vote: 3 Ayes. Carried

Petty Cash funds - **\$200**

Town Clerk's Office Drawer - **\$100**

Water Payments Collector - **\$100**

Tax Collector (School & Town/County) - **\$100 each**

**4. Designate Official Newspaper:** Todd Pipitone made the motion to designate the *Times of Wayne County* as the town's official newspaper for 2024.

Second: Doug DeRue

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 2024, as written:

Second: Doug DeRue

Vote: 3 Ayes. Carried

- 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 2024 meeting will be on Tuesday November 26<sup>th</sup>
  - December 2024 meeting will be on Monday, December 30<sup>th</sup>

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

Second: Jim Welch

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, Credit Cards, Pre-approved/budgeted training & schools, and Retirement. Please note that pre-payment of training and schools is an addition this year.

Second: Doug DeRue

Vote: 3 Ayes. Carried

**8. Agreement to Spend Town Highway Funds-2024:** Doug DeRue 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 \$602,196.00 may be expended for general repairs upon 47.11 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, Todd Pipitone made the motion to approve items #9 thru #11 all at one time for 2024.**

Second: Doug DeRue

Vote: 3 Ayes. Carried

**Todd Pipitone then made the motion to approve the actual following policies with no changes from last year:**

- 9. Resolution #1-2024:** Adopt Rules of Procedure for 2024
- 10. Resolution #2-2024:** Approve Purchasing Policy and Procedures
- 11. Resolution #3-2024:** Approve Investment Policy

Second: Doug DeRue

Vote: 3 Ayes. Carried

Resolutions #1, #2, & #3-2024, will be **ATTACHMENTS B, C, & D**.

**12. Approve: Holidays for Town Employees for 2024:** Todd Pipitone made the motion to approve the following paid holidays for full-time employees, as written. Supervisor Rose explained that this year includes one additional day off on April 8<sup>th</sup>, 2024, because of the influx of visitors expected for the Total Solar Eclipse. It was recommended by the county EMS as the town hall is on Canandaigua Rd (Route 21), between the thruway and most eclipse viewing areas. All schools in Wayne & Monroe



**16. Appoint: Board Representative to Wayne County Cable TV Council:**

Todd Pipitone made the motion to appoint Supervisor Gary Rose as representative to the Wayne County Cable TV Council.

Second: Jim Welch

Vote: 3 Ayes. Carried

**17. Approve: Resolution #4-2024 Official Undertaking of Municipal**

**Officers:** Todd Pipitone made the motion to approve Resolution #4-2024 Official Undertaking of Municipal Officers, as written.

Second: Doug DeRue

Vote: 3 Ayes. Carried

**RESOLUTION #4-2024**

**TOWN OF PALMYRA**

**OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

WHEREAS, Gary Rose, of the Town of Palmyra, County of Wayne, New York, has been elected to the Office of Supervisor of the Town of Palmyra, and

WHEREAS, Petra I. Anderson, of the Town of Palmyra, County of Wayne, New York, has been appointed to the Office of Bookkeeper of the Town of Palmyra, and

WHEREAS, Irene E. Unterborn, of the Town of Palmyra, County of Wayne, New York, has been elected to the Office of Town Clerk of the Town of Palmyra, and

WHEREAS, Irene E. Unterborn, of the Town of Palmyra, County of Wayne, New York, has been appointed to the Office of Town Tax Collector of the Town of Palmyra, and

WHEREAS, Sherman Yates 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, Tracy Brown, of the Town of Palmyra, County of Wayne, New York, has been appointed as Animal Control Officer, 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 NYMIR Insurance Company, for the Town Clerk, Supervisor and Book keeper (and those other employed at the town) 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 2<sup>nd</sup>, 2024

## **SWEARING IN OF OFFICIALS**

At this time, the Wayne County Clerk, Mike Jankowski, swore in the newly elected Town Supervisor, as well as re-elected Town Officials that were present. This included Town Supervisor Gary Rose, Town Clerk Irene Unterborn, Councilman Doug DeRue, and Councilman Jim Welch.

## **INFORMATIONAL ITEMS**

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

These are all found in the [www.palmyrany.com](http://www.palmyrany.com) website.

**ADJOURN MEETING**

At 7:15 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Doug DeRue

Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn  
Town Clerk

**ATTACHMENT A:** AGREEMENT TO SPEND HIGHWAY FUNDS

**ATTACHMENT B:** RESOLUTION #1-2024 ADOPT RULES OF  
PROCEDURE FOR 2024

**ATTACHMENT C:** RESOLUTION #2-2024 APPROVE PURCHASING  
POLICY AND PROCEDURES

**ATTACHMENT D:** RESOLUTION #3-2024 APPROVE INVESTMENT  
POLICY

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

**REGULAR MEETING:  
THURSDAY, JANUARY 25th, 2024, 7:00 P.M.  
AT THE PALMYRA TOWN HALL**