

**VILLAGE OF PALMYRA BOARD OF TRUSTEES**  
**PUBLIC HEARING 1998-1999 BUDGET**  
**ANNUAL ORGANIZATIONAL MEETING**  
April 6, 1998                      7:00 p.m.

**PRESENT:** Mayor Wilson, Trustees Celentano, Salomon, DeVogelaere and Gunkler.

**CALL TO ORDER:** Mayor Wilson called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

**PUBLIC HEARING:**                                      LEGAL NOTICE  
NOTICE OF PUBLIC HEARING  
1998-1999

The Village of Palmyra will hold a public hearing (in conjunction with the regular board meeting) on Monday, April 6<sup>th</sup>, 1998 at 7:00 pm. The hearing will be held in the Trustee’s Room of the Village Hall, 144 East Main Street, Palmyra, Wayne County New York.

The hearing is for the purpose of allowing the Village residents to provide the Board of Trustees written or oral comments or ask questions on the tentative 1998-1999 budgets of the Village funds.

Compensation proposed to be paid each member of the Village Board of Trustees is \$4000; and to the Mayor \$5000. A copy of the “Tentative 1998-1999 Budget” will be on file and available for public inspection in the Office of the Village Clerk during normal office hours.

Darlene Matteson  
Village Treasurer

Roy McMaster with BPDonegan presented the budget to the Board and to the public. He reviewed all of the Village funds, ie, General, Water and Sewer, Debt Service as well as the Reserve funds. Among other items, he gave an explanation of the tax levy history and the village constitutional tax limit.

**MOTION:** Mayor Wilson moved to adopt the 1997-98 budget and salary & wage schedule as presented. Second by Trustee Gunkler. Vote, 5 ayes. CARRIED.

The public hearing was closed at 7:45 pm and the regular meeting was called to order. Mayor Wilson congratulated Trustee Celentano and DeVogelaere on their recent election to the Board.

**ANNUAL ORGANIZATIONAL MEETING**

<b>VILLAGE CLERK:</b>	Mayor Wilson made a motion to appoint Alicia M. Lynch, Village Clerk, appointment from April 6, 1998 for a period of two years as per Local Law #7.
	Motion by Trustee
	Voting as follows:
	Trustee Salomon                      aye                      Trustee Gunkler                      aye
	Trustee DeVogelaere                      aye                      Trustee Celentano                      aye
	Mayor Wilson                      aye

**Unanimous / Carried / Defeated**

**BE IT RESOLVED** that the Board of Trustees reestablishes the following standing committees and appoints the named trustee to Chair said committee. Each chairperson shall designate a board member who shall assume committee responsibility in the absence of the chairperson. Committee chairpersons shall be decided by motion and majority of the Village Board. Majority shall be considered three (3) votes.

1. Planning and Zoning	Trustee DeVogelaere
2. Water & Wastewater	Trustee Salomon

3. Streets, walks, curbs, lighting	Trustee Celentano
4. Cemetery & parks	Trustee DeVogelaere
5. Youth & senior citizens	Trustee Celentano
6. Water shed	Trustee Salomon
7. Animal control	Mayor Wilson
8. Fire Department	Trustee Gunkler
9. Flagpole, Village Hall, Park & Club Rooms	Trustee DeVogelaere
10. Economic development & revitalization, Marina project	Mayor Wilson
11. Special events (incs. Park concerts, Canal Town Days)	Trustee Gunkler

**ACTING JUSTICE:** Mayor Wilson moved the appointment of William Abbott, as ACTING POLICE JUSTICE for a period of one year beginning April 6, 1998 ending April 4, 1999, as per Village Law 3-301, Section 2z and Note 5 of revision 1992, Section 8. Appointment is made by the Board of Trustees 3-301, Note 12, Section 13. With Justice Approval.

**COURT CLERK:** Mayor Wilson moved the appointment of Linda Ingram, COURT CLERK, for a period of one year beginning April 6, 1998 and ending April 4, 1999 as per Village Law 4-400, Sub. Para. C, ii. With Justice Approval.

**VILLAGE ATTORNEY:** Village attorney is not a village officer, merely an employee of the Village, as per Village Law 3-301, Note 23, Section 21 "Employees" and Village Law 4-400, Note 1, Section 15 amendments.

**VILLAGE TREASURER:** Mayor Wilson moved the appointment of Darlene Matteson, VILLAGE TREASURER for a period of two years from April 6, 1998 as per Local Law #7.

**CODE ENFRCMENT** Mayor Wilson moved that CODE ENFORCEMENT will be done by the Town/Village of Palmyra Building Department as per the contract.

**ENGINEER:** Mayor Wilson advised that due to lack of sufficient need for an engineer on a retaining fee, that if and when needed, an engineer may be employed on a "fee basis".

**CEMETERY & PARKS FOREMAN:** The following appointment is made by Mayor Wilson as per Village Law 4-400, 1.c.; Roger Weaver as CEMETERY & PARKS FOREMAN for a period until there is just cause, retirement, or resignation. Note: Appointment is not required unless vacancy occurs due to just cause, retirement or resignation. Per NYCOM handbook for Village Officials, Annual Meeting, Page 30, also "Employee" of the Village not Public Official and bound by the original hiring agreement.

**TAX COLLECTOR:** Mayor Wilson moved that the TAX COLLECTOR shall be Darlene Matteson as part of the duties of the TREASURER two year term.

**HEALTH OFFICER & REGISTRAR VITAL STATISTICS** Mayor Wilson advised the terms for Dr. Lorenz, MD, as HEALTH OFFICER; and Mrs. Beverly Hickman, Town Clerk, REGISTRAR FOR VITAL STATISTICS were previously established and shall run until 1999.

**ANIMAL CONTROL OFFICER:** Mayor Wilson moved the appointment of Gary Rose, as ANIMAL CONTROL OFFICER for a period of one year beginning April 6, 1998 and ending April 4, 1999.

**PLANNING/ ZONING BOARDS:** Trustee DeVogelaere moved the appointment of to be announced as Chairman of the Zoning Board of Appeals and to be announced as Chairman of the Palmyra Planning Board for a period of one year term each beginning April 6, 1998 and ending April 4, 1998.

**YOUTH COMMISSION:** Mayor Wilson advised that, upon recommendation of the Board of Directors of the Palmyra Community Center, re-establishes the following officer positions on the YOUTH COMMISSION, election of said officers to be conducted in June:

1. President	Thomas Hickey
2. Vice-president	Gary LaBerge
3. Secretary	David Pray
4. Treasurer	Carole Hack

**FIRE DEPT. OFFICIALS:** Mayor Wilson advised, on recommendation of the Palmyra Fire Company, Inc. as of April 6, 1998, following appointments be made:

1. Fire Chief	John Bruening
2. Fire Asst. Chief	Tom Wiedrick
3. Second Asst. Chief	Warren Frederick

4. Third Asst. Chief      Glenn Bullock

**FIRE DEPT. CUSTODIAN:** Mayor Wilson moved the appointment of Tom Fraser, as CUSTODIAN of the FIRE DEPARTMENT EQUIPMENT, for a period of one year beginning April 6, 1998 and ending April 4, 1999.

**DEPUTY OR ACTING MAYOR:** Mayor Wilson moved the appointment of Fred Celentano, a Trustee, as DEPUTY OR ACTING MAYOR, to serve during the absence of the Mayor, when required as per Village Law, Article 4, 1.h.

**BANK DEPOSITORY:** The Marine Midland Bank shall be the depository for funds of the village; the Village of Palmyra shall utilize the services of said bank regarding Village investments, however, the services of various other banks may also be utilized from time to time, at the discretion of the Village Board.

**INVESTMENT CENSELORS:** Bernard P. Donegan Assoc., Victor, NY, shall be utilized by the Village Board of Trustees as Investment Counselors for the Village of Palmyra for the investing of funds - Cemetery Trust and Pliny T. Sexton Trust Funds; as well as preliminary preparation/ and finalization of the Annual Village Budget for which contracts shall be entered into by the Board of Trustees.

**OFFICIAL NEWSPAPER:** The Courier Journal shall be approved as the official newspaper for the Village, to and bring such legal notices, statements, notices for bids and other legal notices for the ensuing year to the attention of the citizens for the Village of Palmyra.

**EMPLOYEE BONDS:** Mayor Wilson moved that bonds be provided by Van Parys Associates for the following bond amount for employees set the Board:  
To cover the Village Clerk and Treasurer.  
Blanket bond in the amount of \$150,000.

**BOARD MEETINGS:** The regular meetings of the Board of Trustees of the Village of Palmyra shall be held at **6:30** p.m. on the First and Third Monday, with the exception that any holidays which may fall on the above dates will automatically move the regular meeting night to the next day evening. The Village Clerk will prepare a written agenda for each Village Board meeting. Such Agenda shall contain but not necessarily be limited to:

1. All requests written or verbal to address the Board
2. Trustee Committee reports.
3. Pertinent correspondence.
4. Business tabled from prior meeting.
5. Other items that Clerk deems necessary.

Copies of the Agenda, along with any documents relating to Agenda items, shall be placed in the trustees’ mailboxes at the Village Hall prior to 12 :00 noon before a Board meeting.

In the case of special meetings, the Village official newspaper will be notified and notification of such shall be posted on Village Hall as far in advance as possible. Office hours are Monday through Friday, 9:00 am through 5:00 pm. The office shall be closed on the following holidays:

- |                         |  |
|-------------------------|--|
| 1. Good Friday          | 6. Thanksgiving  |
| 2. Memorial Day         | 7. Day after Thanksgiving                              |
| 3. July 4 <sup>th</sup> | 8. Christmas   |
| 4. Labor Day            | 9. New Year’s Day                                      |
| 5. Election Day, if any | 3 floating holidays, (if no Election Day - 4 floaters) |

As per N.Y. Village Law, Mayor Wilson announced the following appointments:

- |                        |                        |
|------------------------|------------------------|
| 1. Budget Officer      | <u>Peter K. Wilson</u> |
| 2. Police Commissioner | <u>Peter K. Wilson</u> |

**RULES OF ORDER:** N. Y. Village Law, Roberts Rules of Order, and the Local Laws of the Village of Palmyra. The Board of Trustees reserves the right to enact any and all of the stated rules of order should it be deemed necessary.

Trustee Gunkler made a motion to accept the appointments as noted in the foregoing organization packet.  
Seconded by Trustee Celentano.

Voting as follows:

Trustee Salomon	aye	Trustee Gunkler	aye
Trustee DeVogelaere	aye	Trustee Celentano	aye
Mayor Wilson	aye		

Unanimous/Carried/Defeated

The Organizational Meeting concluded at 7:50 p.m.

## **REGULAR MEETING:**

**CORRESPONDENCE:** The following correspondence has been received and is on file in the Village Clerk's office:

1. Notification of Firemen's Drill breakfast at VFW on April 26<sup>th</sup>.
2. Letter from Assemblyman Oaks regarding cable service and credit for time lost.
3. Route 31/21 reconstruction plans received.

**TRUSTEE REPORTS:** Motion by **Trustee Gunkler** to approve the application of Mike Chappell for membership in the Fire Department with the appropriate training and physical. Second by Trustee Celentano. Vote, 5 ayes. CARRIED.

**Trustee Celentano** reported that leaf pickup has begun and will continue weather allowing. The highway department has also begun doing so work along the canal trail.

**Trustee Salomon** reported that the house on Spring Street is now occupied by an employee from Severn Trent. All employees will begin wearing ID badges when working here in the Village.

**Trustee DeVogelaere** - no report.

**HUD POSITION:** After more consideration, Mayor Wilson feels that the HUD position will need to be upgraded to a coordinating position with an hourly rate. Some of this is due to the variety of meetings that will be required. He suggested an hourly rate of \$10.00 per hour. The hours worked will have to be documented which will make it easier for the Board to review. The number of hours worked can be reviewed monthly. It will also have to be re-advertised. Applicants will be interviewed at the May 4<sup>th</sup> Board meeting. Motion by Mayor Wilson, second by Trustee Celentano to amend the job description as outlined above. Vote, 5 ayes. CARRIED.

**STREET SIGN REQUEST:** This topic was tabled until further research can be done.

**YOUTH BASEBALL PARADE:** Motion by Trustee Gunkler, second by Trustee DeVogelaere to approve the request for the opening day youth baseball parade on May 9<sup>th</sup> at 10:00 am pending notification to DOT and their approval. Vote, 5 ayes. CARRIED.

**PAL-MAC GIRLS SOFTBALL:** After some research it was discovered that the Pal-Mac Girls softball league has had a Port-a-potty at the Cemetery Park in the past. If allowed it will be removed by June 5<sup>th</sup>. Cost of which will be the Center's and Macedon Recreation's. Motion by Mayor Wilson, second by Trustee Salomon to allow the use of Port-a-Potty. Vote, 5 ayes. CARRIED.

**COMMUNITY CENTER EXPANSION:** Keith LoPresto, director of the Community Center, President, Tom Hickey and Vice-president Gary LaBerge were on hand to present their ideas on expansion possibilities. Hand outs were distributed to the Board members. After a survey, it was decided that with the exception of the Midget Basketball League, the building itself is sufficient at this time. Therefore, for now any expansion will be done in the way of programs. Several new programs are in the process of being planned, some of them will take place off-site. Hopefully, some of these programs will appeal to the older generations. Resident Elaine Hartnagel complimented Keith on his job as director.

**WEB SITE:** Mayor Wilson reported that it will not be in the Village's best interest to do the Web site internally. The proposals were looked at again and he feels that our best bet would be to go with Lewis Writing Service. Both the Town and the Village have allocated \$1500.00 for the web site. Motion by Trustee Celentano, second by Trustee Gunkler to authorize the Mayor to sign contract with Lewis Writing Service. Vote, 5 ayes. CARRIED.

**SEWER RATE PROPOSAL:** Mayor Wilson welcomed Jamie Black from the Sewer Rate Review Committee and recognized the great amount of time that this committee has put in. At the suggestion of the Mayor, Jamie recognized all committee members before

presenting the proposed rate changes. The committee included Dorothy and Ted Veit, Elaine Hartnagel, Margaret Lotyczewski and Mayor Wilson. The task of the committee was to review the method for calculating the sewer bills to determine if it was a fair. The committee favored a method which was based on the premise that a certain percentage of the annual sewer cost is fixed and should be shared evenly across all sewer units. The remaining cost would be shared based on the level of water usage. The rates they have proposed are \$27.00 per unit minimum (no usage allowed) and .64 per hundred cubic foot. Mayor Wilson thanked the committee for their hard work. Motion was made to proceed with a public information meeting on April 20, 1998 at the Fire Hall based on the rates proposed by the committee with a tentative Public Hearing date of May 4, 1998 for the Local Law. Motion made by Mayor Wilson, second by Trustee Celentano. Vote, 5 ayes. CARRIED. The residents will be notified of both meetings by postcard.

**WIND SYMPHONY:** Mayor Wilson reported that it will cost approximately \$15,000 to bring the Wind Symphony boat here this summer. They would be here July 13-14<sup>th</sup>. Before proceeding any further, Mayor Wilson wanted to know that the Board supported the idea. Motion by Trustee Gunkler, second by Trustee Celentano to support this event and to have Mayor Wilson pursue further. Vote, 5 ayes. CARRIED.

**DOOR BID:** Motion by Mayor Wilson to declare the old highway barn doors as surplus. Second by Trustee Gunkler. Vote, 5 ayes. CARRIED. Motion by Mayor Wilson, second by Trustee Celentano to accept the bid from Mr. Wideman to purchase said doors and to waive the fee of \$2.00 that was offered. Vote, 5 ayes. CARRIED.

Mayor Wilson called for a recess at 9:00 pm. The meeting reconvened at 9:15 pm.

**ZONING INSPECTIONS:** The requirement for a Certificate of Occupancy was discussed with the Village attorney. It has been part of the Village code for a long time but never enforced until the new Building department was formed. Several area attorneys have contacted Mr. Nesbitt to complain that this is only a requirement in the Village of Palmyra and they feel it is unnecessary. Motion by Mayor Wilson to exempt single family residences from the C of O requirement subject to changing said legislature. Second by Trustee Celentano. Vote, 5 ayes. CARRIED.

**JACKSON ST. HYDE PARKWAY BIDS:** The bids were recently opened for the Jackson St. and Hyde Parkway projects. Due to the nature of a couple of the bids, it was discovered that our bid documents do not contain any “sub-contracting” clause. Based on some recommendations from Sniedze Associates and Attorney Nesbitt’s input about the legalities, it was determined that it would be in the Village’s best interest to include such a clause in our bid documents. Based on the discussion, Trustee Celentano motioned to reject all bids, instruct the engineer to include said clause in the re-bidding of these projects in an effort to reduce the total overall costs of the bids. Second by Trustee Gunkler. Vote, 5 ayes. CARRIED.

**COURT LEASE AGREEMENT:** Motion by Trustee Celentano, second by Trustee Gunkler to authorize the Mayor’s signature on the Town court lease, same conditions as last year’s lease. Vote, 5 ayes. CARRIED.

ADJOURNMENT: Motion to adjourn by Trustee Celentano at 9:30 pm. Second by Trustee Gunkler. Vote, 5 ayes. CARRIED.

