

VILLAGE OF PALMYRA BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
REGULAR MEETING
December 17, 2018 6:30 p.m.

ROLL CALL: Present: Mayor Husk, Trustees Luke, Nolan and Perry and Attorney Williams.

CALL TO ORDER: Mayor Husk called the Annual Organizational Meeting to order at 6:30 pm., asking everyone to rise for the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE:

ANNUAL ORGANIZATIONAL MEETING: Motion Trustee Luke, second by Trustee Warters to adopt the following annual organizational assignments, except where noted, all terms shall run through December 2, 2019.

BE IT RESOLVED that the Board of Trustees reestablishes the following trustee liaisons for a period of one year from December 3, 2018 through December 2, 2019. Each chairperson shall designate a board member who shall assume committee responsibility in the absence of the chairperson. Positions shall be decided by motion and majority of the Village Board. Majority shall be considered three (3) votes.

1. Audit	Trustee Luke
2. Buildings & Grounds (Marina, Village Hall, Park & Club Rooms, Flagpole Trails)	Trustee Perry
3. Fire Department	Trustee Luke and Warters
4. Personnel	Trustees Luke and Perry
5. Zoning	Trustee Warters
6. Revitalization & Economic Development	Trustee Luke
7. Streets, & highway	Mayor Husk and Trustee Nolan
8. Water & Sewer	Trustee Nolan
9. Youth & PCC	Trustee Luke
10. Celebrations & Special Events	Trustee Luke and Warters
11. Veterans	Trustee Warters
12. Seniors	Trustee Nolan
13. Fairgrounds/Union Agricultural Society	Trustee Perry
14. Preservation	Trustee Warters
15. Union Negotiations	Trustee Nolan and Perry
16. Palmyra Macedon Central School District	Trustee Perry
17. Consultant to the Mayor	Christopher Piccola

CLERK Mayor Husk appointed Alicia M. Lynch, as CLERK TREASURER,
TREASURER appointment for a period of two years from December 3, 2018 through December 7, 2020.

TAX Mayor Husk appointed Alicia M. Lynch, as TAX COLLECTOR,
COLLECTOR as part of the duties of the CLERK TREASURER’S two year term.

ACTING Mayor Husk appointed William Abbott, as acting POLICE JUSTICE
JUSTICE: for a period of one year from December 3, 2018 through December 2, 2019
as per Village Law 3-301, Section 2z and Note 5 of Revision 1992, Section 8.
Appointment is made by the Board of Trustees, with Justice approval.

COURT Mayor Husk appointed Patricia Peterson, COURT CLERK, for a period of one
CLERK: year December 3, 2018 through December 2, 2019 as per Village Law 4-400, Sub. Para. C, ii. with Justice approval.

VILLAGE Mayor Husk appointed Arthur B. Williams, as Village Attorney, for a period
ATTORNEY: of one year from December 3, 2018 through December 2, 2019.

HEALTH Mayor Husk appointed Dr. Robert Zukas MD, as HEALTH OFFICER
OFFICER: as previously established and shall run through December 2, 2019.

REGISTRAR Mayor Husk appointed Irene Unterborn, Town Clerk, REGISTRAR FOR
VITAL VITAL STATISTICS from December 3, 2018 through December 2, 2019.
STATISTICS:

ANIMAL Mayor Husk appointed Gary Rose as ANIMAL CONTROL OFFICER
CONTROL from December 3, 2018 through December 2, 2019.
OFFICER:

VILLAGE HISTORIAN	Mayor Husk appointed Beth Hoad, VILLAGE HISTORIAN, for a period of one year from December 3, 2018 through December 2, 2019.												
ZONING / PLANNING BOARD OR APPEALS PRESERVATION BOARDS:	<p>Mayor Husk moved the appointment of Tim Denniston as chair of the Zoning Board of Appeals, until November 30, 2018; term through November 30, 2019.</p> <p>Note: Previously appointed:</p> <ul style="list-style-type: none"> * John Goodspeed, term through November 30, 2023 * Chris Tome, term through November 30, 2021. * David Morrell. term through November 30, 2020. <p>Alternates: Two Vacancies.</p> <p>Mayor Husk moved the appointment of Christine Daly as Chair of the Preservation Board through November 30, 2018 term through November 2021.</p> <p>Previously appointed:</p> <ul style="list-style-type: none"> * James Elliott term through November 30, 2022. * Eleanor Drake term through November 30, 2021. * Michael Haskins term through November 30, 2022. * John Robbins term through November 30, 2019. <p>Alternate:</p> <ul style="list-style-type: none"> • Lisa Ondra Premyslovsky term through November 30, 2021. <p>Vacancy: One alternate</p>												
HISTORIC PRESERVATION LIASON TO MAYOR	Mayor Husk appointed James Elliott for a period of one year from December 3, 2018 through December 2, 2019 as LIASON to the Mayor on issues pertaining to the Historic Preservation Committee.												
YOUTH COMMISSION:	<p>Mayor Husk advised that, upon recommendation of the Board of Directors of the Palmyra Community Center, he re-establishes the following officer positions on the YOUTH COMMISSION, election of said officers to be conducted in March:</p> <table> <tr> <td>1. President</td><td>Amy Storey</td></tr> <tr> <td>2. Vice-president</td><td>Maureen Denniston</td></tr> <tr> <td>3. Secretary</td><td>Laurie Lawrence</td></tr> <tr> <td>4. Treasurer</td><td>John Morrisey</td></tr> </table>	1. President	Amy Storey	2. Vice-president	Maureen Denniston	3. Secretary	Laurie Lawrence	4. Treasurer	John Morrisey				
1. President	Amy Storey												
2. Vice-president	Maureen Denniston												
3. Secretary	Laurie Lawrence												
4. Treasurer	John Morrisey												
FIRE DEPT. OFFICIALS:	<p>Mayor Husk advised, based on the Palmyra Fire Department last election, as of April 1, 2018 that the following appointments be made:</p> <table> <tr> <td>1. Fire Chief</td><td>Warren Frederick</td></tr> <tr> <td>2. First Asst. Chief</td><td>Jason Dickinson</td></tr> <tr> <td>3. Second Asst. Chief</td><td>Robert Devlin</td></tr> <tr> <td>4. Third Asst. Chief</td><td>Jeff Bulman</td></tr> </table>	1. Fire Chief	Warren Frederick	2. First Asst. Chief	Jason Dickinson	3. Second Asst. Chief	Robert Devlin	4. Third Asst. Chief	Jeff Bulman				
1. Fire Chief	Warren Frederick												
2. First Asst. Chief	Jason Dickinson												
3. Second Asst. Chief	Robert Devlin												
4. Third Asst. Chief	Jeff Bulman												
BANK DEPOSITORY	<u>Community Bank N.S.</u> 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 COUNSELORS:	<u>Roy McMaster, Capital Market Advisors,</u> shall be utilized by the Village Board of Trustees as Investment Counselor for the Village of Palmyra.												
OFFICIAL NEWSPAPER:	<i>The Times of Wayne County</i> shall be approved as the official newspaper for the Village and the <i>Messenger Post</i> to serve as a secondary official newspaper to 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:	Bonds shall be provided by Van Parys Associates for the following bond amount for employees set by the Board: To cover the Village part-time clerks and court clerk bond amount of \$50,000 and Clerk Treasurer/Tax Collector, bond amount of \$850,000 and \$5,000 per for all other the employees.												
SPECIAL MEETINGS & HOLIDAYS	<p>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:</p> <table> <tr> <td>1. Christmas (Dec. 25, 2018)</td><td>7. July 4, 2019</td></tr> <tr> <td>2. New Year's Day (Jan.1, 2019)</td><td>8. Labor Day (Sept 2, 2019)</td></tr> <tr> <td>3. Martin Luther King (Jan. 21, 2019)</td><td>9. Columbus Day (Oct. 14, 2019)</td></tr> <tr> <td>4. President's Day (Feb. 18, 2019)</td><td>10. Veterans' Day (Nov. 11, 2019)</td></tr> <tr> <td>5) Good Friday (April 19, 2019)</td><td>11. Thanksgiving (Nov. 28, 2019)</td></tr> <tr> <td>5. Memorial Day (May 27, 2019)</td><td>12. Day after Thanksgiving (Nov. 29, 2019)</td></tr> </table>	1. Christmas (Dec. 25, 2018)	7. July 4, 2019	2. New Year's Day (Jan.1, 2019)	8. Labor Day (Sept 2, 2019)	3. Martin Luther King (Jan. 21, 2019)	9. Columbus Day (Oct. 14, 2019)	4. President's Day (Feb. 18, 2019)	10. Veterans' Day (Nov. 11, 2019)	5) Good Friday (April 19, 2019)	11. Thanksgiving (Nov. 28, 2019)	5. Memorial Day (May 27, 2019)	12. Day after Thanksgiving (Nov. 29, 2019)
1. Christmas (Dec. 25, 2018)	7. July 4, 2019												
2. New Year's Day (Jan.1, 2019)	8. Labor Day (Sept 2, 2019)												
3. Martin Luther King (Jan. 21, 2019)	9. Columbus Day (Oct. 14, 2019)												
4. President's Day (Feb. 18, 2019)	10. Veterans' Day (Nov. 11, 2019)												
5) Good Friday (April 19, 2019)	11. Thanksgiving (Nov. 28, 2019)												
5. Memorial Day (May 27, 2019)	12. Day after Thanksgiving (Nov. 29, 2019)												

RULES OF PROCEDURE: N. Y. Village Law, the Local Laws of the Village of Palmyra and the following rules of procedure are hereby adopted as guidelines to the Village Board of Trustees meeting. The Board of Trustees reserves the right to enact any and all of the stated rules of order should it be deemed necessary.

REGULAR MEETINGS: The regular meetings of the Board of Trustees of the Village of Palmyra shall be held at 6:30 pm. on the First and Third Monday, in the months of September through June, the Board will meet on the first Monday night of the month only for the months of July and August, with the exception that any holidays which may fall on the above dates will automatically move the regular meeting night to the following Monday in the month. The Village Clerk will prepare a written agenda for each Village Board meeting following the same guidelines as resolved in previous years.

QUORUM: A quorum shall be required to conduct business. A quorum of the (5) five member Board of Trustees shall be (3) three. In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

EXECUTIVE SESSIONS: Executive sessions shall be held in accordance with the NYS Public Officers Law 105. All executive sessions shall be commenced in a public meeting.

AGENDAS: The agenda shall be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. When possible, items for the agenda shall be given to the Clerk by the Friday preceding the meeting by 12 Noon, however, items may be placed on the agenda at anytime, including during the meeting.

VOTING: Pursuant to Village Law each member of the Board shall have one vote. The Mayor may vote on any matter but must vote in case of a tie.

A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State law.

An abstention, silence or absence shall be considered a negative vote for the purposes of determining the final vote on a matter.

MINUTES: Minutes shall be taken by the Clerk. Minutes shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes shall be taken at executive session of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law.

Minutes shall also include the following:

- Name of the Board
- Date and time of meeting
- Notation of presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment
- Name and title of other village officials and employees present
- Record of communications presented to the Board
- Record of reports made by Board or other village personnel
- Time of adjournment
- Signature of Clerk or person who took the minutes if not the Clerk.

Minutes shall not contain a summary of the discussion leading to action taken or include verbatim comments unless a majority of the Board shall resolve to have the Clerk do so. Minutes shall be approved at the next board meeting whenever possible. Amendments to the minutes shall require Board approval.

ORDER OF BUSINESS:

- Call to Order
- Roll call
- Approval of minutes of previous meeting
- Approval of abstract (second meeting of the month)
- Correspondence/Announcements
- Trustee Reports
- Old/New Business
- Public Session
- Adjournment

GENERAL RULES OF PROCEDURE:

The Mayor shall preside at meeting. In the Mayor's absence the Deputy Mayor shall preside. The presiding officer may debate, move and take other action that may be taken by other members of the Board. Motions to close or limit debate may be entertained but shall require a two-thirds vote.

GUIDELINES FOR PUBLIC COMMENT: The public shall be allowed to speak during the Public Comment period of the meeting or at such other time as a majority of the Board shall allow.

All remarks shall be addressed to the Board as a body and not to any member thereof. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Interested parties or their representatives may address the Board by written communications.

GUILDELINES FOR USE OF RECORDING EQUIPMENT: All members of the public and all public officials are allowed to tape or video record public meetings. Recording is not allowed during executive sessions. The recording shall be done in a manner which does not interfere with the meeting. The mayor

may make the determination that the recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations of the Village Board, size of the equipment and the ability of the public to still participate in the meeting. If the mayor make the determination that the recording is intrusive and has the effect of interfering with the meeting, the mayor may request an accommodation to avoid the interference and if not complied with ask the individual to leave the meeting room.

ADJOURNMENT: Meetings shall be adjourned by motion.

AMENDMENTS TO THE RULES OF PROCEDURE: The foregoing procedures may be amended from time to time by a majority of the Board. Nolan Luke

Voting as follows:

Mayor Husk	aye	Trustee Nolan	aye
Trustee Luke	aye	Trustee Warters	aye
Trustee Perry	aye		

Vote: 5 ayes. CARRIED.

DEPUTY MAYOR: Mayor Husk appointed Trustee Richard T. Perry as Deputy Mayor.

BUDGET OFFICER/POLICE COMMISSIONER: As per N.Y. Village Law, Deputy Mayor Perry announced the following appointments:

1. Budget Officer Mayor Husk
2. Police Commissioner Mayor Husk

REGULAR MEETING

APPROVAL OF ABSTRACT: Motion was made by Trustee Perry, second by Trustee Warters to approve payment of Abstract 7B for Vouchers 608-641for \$178,457.44. Vote: 4 ayes. CARRIED.

APPROVAL OF MINUTES: Motion was made by Trustee Warters, second by Trustee Luke to approve the minutes of Dec. 3, 2018 as submitted. Vote: 4 ayes.

PRESENTATION: Lindsey Richards and Wendi Gagliano from VanParys Associates addressed the Board about the upcoming statutory cancer coverage for Interior Volunteer Firefighters

- Active fire fighter with 5 years of interior service
- VFIS \$137/year per eligible firefighter \$188 ESIP & \$167 Hartford

Motion was made by Trustee Perry, second by Trustee Warters to contract the cancer coverage for interior firefighters from VFIS \$137/eligible member through VanParys Associates to have in place be 2019.

Vote by roll call:

Mayor Husk	aye	Trustee Perry	aye
Trustee Warters	aye	Trustee Nolan	aye
Trustee Luke	aye		

CARRIED.

CORRESPONDENCE/ANNOUNCEMENTS/INFORMATION:

- Thank you from Bob Oaks for the Board’s continued support throughout his term

TRUSTEE REPORTS:

Trustee Luke reported that the joint Christmas celebration at the Palmyra Community Library was as well attended as it usually is.

Trustee Nolan reported meeting with mayor and Marty Aman about the WWTP once again.

Trustee Perry - no report.

Trustee Warters no report.

Atty. Williams – no report.

Mayor Husk reported on the Dec.5th meeting with LDS at the Alling Coverlet Museum regarding the closing of the LDS pageant in 2020.

He also touched upon the finance meeting with Rick Ganci and Roy McMaster with Capital Market Advisors regarding the joint WWTP to bring them up to speed so they may study how it will impact the Village’s budget.

NEW/OLD BUSINESS:

GRANT EXTENSIONS: Motion was made by Trustee Luke, second by Trustee Perry, to request two grant extensions as follows: the Canal Grant, also known as C-010353 for \$124,000 for the Terminal Wall Extension (H27) and the \$192,000 Canal Trail Connector Extension (H24) grant funding through NYSOPRHP. Vote, 4 ayes. CARRIED. Both grants were part of the Village's NYS CFA in 2015.

HISTORIC PRESERVATION: The Mayor suggested putting off any public hearing on the law which established the Historic Preservation code until one is scheduled for the budget adoption.

ADJOURNMENT: Motion was made and seconded to adjourn at 7:25 p.m. Vote, 4 ayes. CARRIED

Respectfully submitted,

Alicia M. Lynch
Clerk Treasurer