

**VILLAGE OF PALMYRA BOARD OF TRUSTEES**  
**ANNUAL ORGANIZATIONAL MEETING**  
**REGULAR MEETING**  
December 3, 2012      7:00 p.m.

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

**PLEDGE OF ALLEGIANCE**

**TRUSTEE APPT:** Mayor Piccola announced the appointment of Gina Luke to the vacant trustee's position.

**ANNUAL ORGANIZATIONAL MEETING:** Motion Trustee Perry, second by Trustee Nolan to adopt the following annual organizational assignments, except where noted, all terms shall run through December 2, 2013.

BE IT RESOLVED that the Board of Trustees reestablishes the following trustee liaisons for a period of one year from 12/3/2012 through 12/2/2013. 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 Husk
3. Fire Department	Trustee Perry
4. Personnel	Trustees Husk and Nolan
5. Planning and Zoning	Trustee Perry
6. Revitalization & Economic Development	Trustee Luke
7. Streets, & highway	Mayor Piccola
8. Water & Sewer	Trustee Nolan
9. Youth & PCC	Trustee Luke
10. Celebrations & Special Events, Seniors	Trustee Luke
11. Preservation	Trustee Perry
12. Veterans	Trustee Husk

**CLERK** Mayor Piccola appointed Alicia M. Lynch, as CLERK TREASURER,  
**TREASURER** appointment for a period of two years from December 3, 2012 through December 1, 2014.

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

**ACTING** Mayor Piccola appointed William Abbott, as acting POLICE JUSTICE  
**JUSTICE:** for a period of one year from December 3, 2012 ending December 2, 2013 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.

**CANAL** Mayor Piccola appointed Vicky Daly for a period of one  
**LIASON** year from December 3, 2012 ending December 2, 2013 as LIASON to the Mayor  
**TO MAYOR** on issues pertaining to the Canal and Canal NY.

**COURT** Mayor Piccola appointed Patricia Peterson, COURT CLERK, for a period of one  
**CLERK:** year from December 3, 2012 ending December 2, 2013 as per Village Law 4-400, Sub. Para. C, ii. with Justice approval.

**VILLAGE** Mayor Piccola appointed Arthur B. Williams, as Village Attorney, for a period  
**ATTORNEY:** of one year from December 3, 2012 ending December 2, 2013.

**HEALTH** Mayor Piccola appointed Dr. Malcolm Riggs, MD, as HEALTH OFFICER  
**OFFICER:** as previously established and shall run through December 2, 2013.

**REGISTRAR** Mayor Piccola appointed Lynne Green, Town Clerk, REGISTRAR FOR  
**VITAL** VITAL STATISTICS from December 3, 2012 ending December 2, 2013.  
**STATISTICS:**

**ANIMAL** Mayor Piccola appointed Gary Rose as ANIMAL CONTROL OFFICER  
**CONTROL** from December 3, 2012 ending December 2, 2013.  
**OFFICER:**

- VILLAGE HISTORIAN** Mayor Piccola appointed Beth Hoad, VILLAGE HISTORIAN, for a period of one year from December 3, 2012 ending December 2, 2013
- PLANNING/ ZONING PRESERVATION BOARDS:** Mayor Piccola moved the appointment of Tim Denniston as chair of the Zoning Board of Appeals, from November 30, 2012 through November 30, 2013 term through November 30, 2014.
- Note: Previously appointed:
- \* John Goodspeed, term through November 30, 2013
  - \* Dave Nagle term through November 30, 2016.
  - \* Dennis Shaffer term through November 30, 2016.
- Alternates: Two Vacancies.
- Mayor Piccola moved the appointment of David Morrell, as Chair of the Planning Board through November 30, 2013 term through November 2015.
- Note: Previously appointed:
- \* Jennifer Voss term through November 30, 2014.
  - \* Kathleen Ioele term through November 30, 2013.
  - \* Chris Tome, term through November 30, 2016.
  - \* Vacancy: term through November 30, 2015.
- Alternates: Two Vacancies.
- Preservation appointments to be made at next Board meeting.
- YOUTH COMMISSION:** Mayor Piccola 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:
- |                   |                  |
|-------------------|------------------|
| 1. President      | Tom Hickey       |
| 2. Vice-president | Maureen Dennison |
| 3. Secretary      | Laurie Lawrence  |
| 4. Treasurer      | John Morrissey   |
- FIRE DEPT. OFFICIALS:** Mayor Piccola advised, on recommendation of the Palmyra Fire Company, Inc. as of December 1, 2010 that the following appointments be made:
- |                       |                  |
|-----------------------|------------------|
| 1. Fire Chief         | Derick Baker     |
| 2. First Asst. Chief  | Warren Frederick |
| 3. Second Asst. Chief | John Pieters     |
| 4. Third Asst. Chief  | Jason Dickinson  |
- BANK DEPOSITORY** Community Bank NA., shall be 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:** Roy McMaster, Capital Market Advisors, shall be utilized by the Village Board of Trustees as Investment Counselor for the Village of Palmyra.
- OFFICIAL NEWSPAPER:** *The Times of Wayne County* shall be approved as the official newspaper for the Village and the *Democrat and Chronicle* 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, bond amount of \$57,500 and Clerk Treasurer/Tax Collector, bond amount of \$646,000 and \$5,000 per all the employees.
- SPECIAL MEETINGS & HOLIDAYS** 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. Dec. 25, 2012                      | 7. July 5, 2013 (floating holiday)         |
| 2. Jan. 1, 2013                       | 8. Labor Day (Sept 2, 2013)                |
| 3. Martin Luther King (Jan. 21, 2013) | 9. Columbus Day (Oct. 14, 2013)            |
| 4. Good Friday (March 29, 2013)       | 10. Veterans' Day (Nov. 11, 2013)          |
| 5. Memorial Day (May 27, 2013)        | 11. Thanksgiving (Nov. 28, 2013)           |
| 6. July 4, 2013                       | 12. Day after Thanksgiving (Nov. 29, 2013) |

**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 7:00 pm. on the First and Third Monday, in the months of September through May, the Board will meet on the first Monday night of the month only for the months of June through 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.

**GUIDELINES 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.

Voting as follows:

Mayor Piccola	aye	Trustee Husk	aye
Trustee Nolan	aye	Trustee Perry	aye
Trustee Luke	aye		

Vote: 5 ayes. CARRIED.

**DEPUTY MAYOR:** Mayor Piccola appointed Trustee Husk as Deputy Mayor.

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

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

### **REGULAR MEETING**

**APPROVAL OF MINUTES:** Motion was made by Trustee Nolan, second by Trustee Husk to approve the minutes from November 19, 2012 as submitted. Vote, 3 ayes, 2 abstain, Trustee Luke, and Perry. CARRIED.

**APPROVAL OF ABSTRACT #7A:** Motion was made by Trustee Nolan, second by Trustee Husk to approve payment of Abstract #7A Vouchers 482-506 for \$251,293.68. Vote, 4 ayes. CARRIED.

### **CORRESPONDENCE/ANNOUNCEMENTS/INFORMATION**

- Budget Calendar

### **TRUSTEE REPORTS**

**Trustee Luke** reported she has spoken with Fran Storm regarding the Christmas celebration. Fran has made plans to expand the event and it will take place at the Palmyra Community Library this year. She introduced Fran explained she has 15 years of Community service as an events Coordinator at her previous residence.

**Trustee Husk** reviewed that the fall cleanup has been completed at the cemetery. The Buildings and grounds department has been working on the roof on the Fire Hall. The soffit replacement is in progress of being replaced on the Union Club building. He deferred to Supt. Hopkins to talk about the future forestry project on Prospect Hill. Supt. Hopkins introduced Corey Figueiredo of Future Forest Consulting Inc. Mr. Figueiredo explained his process for overseeing the sale and supervision of a sustainable harvest of the trees on Prospect Hill. Future Forest Consulting charges a 15% fee.

Supt. Hopkins also introduced Susan Keister who is also a certified NYS DEC forester. She explained further what would be involved in a forestry management/harvest plan.

**Trustee Nolan** deferred to Supt. Boesel to report on the status of the Division Street bridge asbestos testing on the raw water line insulation. The bridge needs some repairs now and the DOT is insisting that the asbestos be removed. The testing has been completed and we need to contact asbestos abating contractors to remove the asbestos-containing outer layer. The Board discussed the need to get Clark Patterson Lee on Board with the project first.

Trustee Nolan reported that WCWSA would like a 2 year contract extension including a 3% increase in 2013 on the administrative fee and another 3% for 2014. Motion was made by Trustee Nolan, second by Trustee Husk to extend the WCWSA

contract for another two years with a two-year extension option with the increases as explained. Vote, 4 ayes. CARRIED.

**Trustee Perry** – no report.

**Attorney Williams** - no report.

**Mayor Piccola** also deferred to Supt. Boesel who updated the Board on the status of the West Foster Street water line replacement. Next Monday, there will be a critique meeting on that project which seemed to go extremely well. Next spring, the road surface will be finished. NYSEG is doing a gas main replacement on West Charlotte.

The roof has finally been repaired at the Highway barns. The Ford F550 was picked up last week and should be in service next week. The radar speed sign has been ordered to complete the Safe Routes to School grant. Trustee Nolan complimented Supt. Boesel on his work ethic and the spirit of cooperation achieved with WCWSA throughout the West Foster Street project.

### **NEW/OLD BUSINESS:**

**PROPERTY TAX CAP:** Motion was made by Trustee Husk, second by Trustee Perry to set a public hearing for December 17<sup>th</sup> for Local Law #1, 2012, Tax Cap Override law. Vote, 4 ayes. CARRIED.

**AUDIT:** The Basic Financial Statements, Single Audit and accompanying Report on Communicating Internal Control Matters were distributed to Board members for their review. The accounting firm, Raymond F. Wager, CPA, completed the audit and is willing to come to a Board meeting if the Board feels they would like further explanation. The audit was a requirement due to the receipt of over \$500,000 in federal funds in one year.

**TRANSFER FROM CONTINGENCY:** Motion was made by Trustee Nolan, second by Trustee Perry, to move \$16,877 from A1990.4 Contingency; \$1261.00 to A9010.8 and \$15616.00 to A9015.8 to cover the unbudgeted retirement costs. Vote, 4 ayes. CARRIED.

**ADJOURNMENT:** Motion by Trustee Husk, second by Trustee Nolan, to adjourn at 8:20 P.M. Vote, 4 ayes. CARRIED.

Respectfully submitted,

Alicia M. Lynch  
Clerk Treasurer