

VILLAGE OF PALMYRA BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
REGULAR MEETING
December 7, 2015 7:00 p.m.

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

PLEDGE OF ALLEGIANCE

ANNUAL ORGANIZATIONAL MEETING: Motion Trustee Nolan, second by Trustee Luke to adopt the following annual organizational assignments, except where noted, all terms shall run through December 5, 2016.

BE IT RESOLVED that the Board of Trustees reestablishes the following trustee liaisons for a period of one year from December 7, 2015 through December 5, 2016. 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.

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|---|-------------------------|
| 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. Veterans | Trustee Husk |
| 12. Fairgrounds/Union Agricultural Society | Trustee Perry |

- CLERK** Mayor Piccola previously appointed Alicia M. Lynch, as CLERK TREASURER,
TREASURER appointment for a period of two years from December 1, 2014 through December 5, 2016.
- TAX** Mayor Piccola previously 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 7, 2015 ending December 5, 2016 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 Piccola appointed Patricia Peterson, COURT CLERK, for a period of one
CLERK: year December 7, 2015 ending December 5, 2016 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 7, 2015 ending December 5, 2016.
- HEALTH** Mayor Piccola appointed Dr. Malcolm Riggs, MD, as HEALTH OFFICER
OFFICER: as previously established and shall run through December 5, 2016.
- REGISTRAR** Mayor Piccola appointed Irene Unterborn, Town Clerk, REGISTRAR FOR
VITAL VITAL STATISTICS from December 7, 2015 ending December 5, 2016.
STATISTICS:
- ANIMAL** Mayor Piccola appointed Gary Rose as ANIMAL CONTROL OFFICER
CONTROL from December 7, 2015 ending December 5, 2016.
OFFICER:
- VILLAGE** Mayor Piccola appointed Beth Hoad, VILLAGE HISTORIAN, for a period
HISTORIAN of one year from December 7, 2015 ending December 5, 2016.
- PLANNING/** Mayor Piccola moved the appointment of Tim Denniston as chair of the Zoning
ZONING Board of Appeals, November 30, 2015 term through November 30, 2019.
PRESERVATION
BOARDS: Note: Previously appointed:

- * John Goodspeed, term through November 30, 2018
 - * Dave Nagle term through November 30, 2017.
 - * Dennis Shaffer term through November 30, 2016.
 - * David Morrell term through November 30, 2020
- Alternates: Two Vacancies.

Planning Board:
Note: Previously appointed:
* Chris Tome, term through November 30, 2016.
Vacancies: Four.
Alternates: Two Vacancies.

Mayor Piccola moved the appointment of Eleanor Drake and John Robbins as Co-Chairs of the Preservation Board through November 30, 2016.
Previously appointed:
* Eleanor Drake term through November 30, 2017.
* Christine Daly term through November 30, 2017.
*Michael Haskins term through November 30, 2018.
*James Elliott term through November 30, 2018.
*John Robbins through November 30, 2019.
Alternate:
• Two Vacancies

**CANAL
LIASON
TO MAYOR** Mayor Piccola appointed Vicky Daly for a period of one year from December 7, 2015 ending December 5, 2016 as LIASON to the Mayor on issues pertaining to the Canal and Canal NY.

**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: Amy Storey
2. Vice-president: Maureen Denniston
3. Secretary: Laurie Lawrence
4. Treasurer: John Morrisey

**FIRE DEPT.
OFFICIALS:** Mayor Piccola advised, on recommendation of the Palmyra Fire Company, Inc. as of March 2015 that the following appointments were made:
1. Fire Chief Warren Frederick
2. First Asst. Chief John Pieters
3. Second Asst. Chief Jason Dickinson
4. Third Asst. Chief Robert Devlin

**BANK
DEPOSITORY** Community Bank N.A. 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:** 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 *Messenger Post* 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. Day before Christmas 7. July 4, 2016
2. Christmas (Dec. 25, 2015) 8. Labor Day (Sept 5, 2016)
3. New Year’s Day (Jan. 1, 2016) 9. Columbus Day (Oct. 10, 2016)
4. Martin Luther King (Jan. 18, 2016) 10. Veterans’ Day (Nov. 11, 2016)
5. Good Friday (March 25, 2016) 11. Thanksgiving (Nov. 24, 2016)
6. Memorial Day (May 30, 2016) 12. Day after Thanksgiving (Nov. 25, 2016)

RULES OF N. Y. Village Law, the Local Laws of the Village of Palmyra and the

PROCEDURE: 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 May, the Board will meet on the first Monday night of the month only for the months of June, 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.

DEPUTY MAYOR: Mayor Piccola appointed Trustee Husk to continue in his role 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

Voting as follows:

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

Vote: 5 ayes. CARRIED.

REGULAR MEETING

APPROVAL OF MINUTES: Motion was made by Trustee Perry, second by Trustee Luke to approve the minutes from November 16, 2015. Vote, 4 ayes. CARRIED.

APPROVAL OF ABSTRACT: Motion was made by Trustee Nolan, second by Trustee Perry to approve the payment voucher 486 of December 1 for \$3,110.00 and Abstract #7A, Vouchers 486-530 for \$109,575.57. Vote, 4 ayes. CARRIED.

CORRESPONDENCE/ANNOUNCEMENTS:

- Info from NYS Dept. of Public Service regarding their winter outreach and education campaign
- Invitation from MRB: Roundtable discussion, Dec. 10, SmarterLocalGov.com

HARBOR HOSTS: Mayor Piccola recognized the efforts of the Harbor Host Program and thanked them for their energies as ambassadors for the Village. Vicky Daly, Marsha Herbst and Barb Furguson attended as representatives from the program. A complete volunteer roster for this past summer is as follows:

Jim Coughlin	Patricia Wilson	MaryAnn Stager	Paul Stager
Bob Daly	Vicky Daly	Barb Furguson	Marsha Herbst
Jacqui DeBrine	Jim DeBrine	Sparky Hall	Josie Naeye
Patti Rising	John Robbins	Fran Storm	Debby Trombino
Jack Wisner	Sharon Wyman		

Pat Wilson, Jim Coughlin and John Robbins were new to the program this summer. A special thank you was extended to Jack Wisner who was crucial to the start of this program. He will be retiring and as a life-long boater, brought valuable insight to the planning and implementation of the Harbor Host program.

TRUSTEE REPORTS:

Trustee Husk recognized Officer Smith’s community policing skills as was relayed to him by email. Then he reviewed Supt. Hopkins written report which will remain on file in the office of the Village Clerk Treasurer. Motion was made by Trustee Husk, second by Trustee Nolan to approve the quote from George Newsome for \$1450 for tree removal on the cemetery border between the Catholic Cemetery and the Village Cemetery, contingent that a lower quote is not received from Empire Tree. Costs to be shared 50/50 with St. Annes. Vote, 4 ayes. CARRIED.

Trustee Luke reminded everyone about the Christmas event in the village on Fri. Dec. 11 at the Palmyra Community Library with horse-drawn wagon rides sponsored by the Community Center. It starts at 5:30 p.m. Call the Community Center to reserve your seat for the wagon rides.

Trustee Nolan addressed the sump pump issue. Presently, the Village is requiring a sump pump inspection upon closing if the property is changing hands. We know there are many other homes that have illegal hookups as they were identified when we were updating the water metering system. We will work on putting together a press release and perhaps a letter to send out to the violators.

He reported that the monthly operational report for the water and wastewater treatment plants has been submitted for November and will be on file in the office of the Clerk Treasurer.

Trustee Perry – no report

Attorney Williams – no report.

Mayor Piccola reported that the highway department has successfully completed its fifth pick up run for leaves and another unscheduled round of brush pickup.

NEW/OLD BUSINESS:

TAX CAP: SET PUBLIC HEARING DATE: Motion was made by Trustee Nolan, second by Trustee Luke to set a public hearing for Jan. 4th at 6:30 for Local Law #1 2016 Tax Cap Override. Vote, 4 ayes. CARRIED.

RESOLUTION: AUTHORIZE MAYOR TO SIGN WAYNE COUNTY LEASE RENEWAL FOR NUTRITION SITE: Motion was made by Trustee Nolan, second by Trustee Perry to authorize the mayor to sign the lease renewal with Wayne County for the Nutrition Site, same terms as last year. Vote, 4 ayes. CARRIED.

PALMYRA COMMUNITY CENTER CONTRACT: Motion was made by Trustee Nolan, second by Trustee Luke to authorize the mayor to sign the contract between the Town of Palmyra, the Palmyra Community Center and the Village. Vote, 4 ayes. CARRIED.

RESOLUTION: AUTHORIZE MAYOR TO SIGN FINAL CONTRACT WITH TOWN OF MANCHESTER FOR FIRE PROTECTION: Motion was made by Trustee Perry, second by Trustee Husk to sign the final three year contract with the Town of Manchester for fire protection, which reflects a one percent increase each year. Vote, 4 ayes. CARRIED.

BAMBERGER STIP AND ORDER: Motion was made by Trustee Nolan, second by Trustee Perry to approve the \$11,000 settlement for the Bamberger assessment challenge as well as the apportion attributed to the Village (\$2,750). Vote, 4 ayes. CARRIED.

CONTINGENCY TRANSFER: Motion was made by Trustee Perry, second by Trustee Luke to transfer \$2750 from A1990.4 Contingency to A1450.4 Legal to pay the settlement fees for the Bamberger assessment challenge. Vote, 4 ayes. CARRIED.

PLANNING BOARD ELIMINATION: Attorney Williams reported that in order to eliminate the Planning Board, any reference to it will need to be changed in the Village Code. He will see if the website that carries our code can be edited. If not someone will have to re-type the entire thing. We will also need to notify the neighboring municipalities as well as have a public hearing.

CELL PHONE TOWER EXPANSION: moved to executive session.

POST OFFICE REQUEST: The Post Office would like the Village to invoice them for their backflow prevention inspection and in turn have the inspector bill the Village. The Village is already a vendor for the post office; the inspector is not. Attorney Williams assured the Board that would be all right as long as a paper trail is created to track the transactions.

EXECUTIVE SESSION: Motion was made by Trustee Nolan, second by Trustee Luke to enter executive session for negotiation of a purchase agreement with the cell tower leaseholders. Vote, 4 ayes. CARRIED.

PUBLIC SESSION: Motion by Trustee Perry, second by Trustee Nolan to move back into public session with no action having taken place in executive session. Vote, 4 ayes. CARRIED.

ADJOURNMENT: Motion was made and seconded to adjourn at 8:05 p.m. Vote, 4 ayes. CARRIED.

Respectfully submitted,

Alicia M. Lynch
Clerk Treasurer