

**VILLAGE OF PALMYRA BOARD OF TRUSTEES**  
ANNUAL ORGANIZATIONAL MEETING  
REGULAR MEETING  
December 5, 2011      7:00 p.m.

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

**PLEDGE OF ALLEGIANCE**

**ANNUAL ORGANIZATIONAL MEETING:** Motion Trustee Nolan, second by Trustee Piccola to adopt the following annual organizational assignments, except where noted, all terms shall run through December 3, 2012.

BE IT RESOLVED that the Board of Trustees reestablishes the following trustee liaisons for a period of one year from 12/5/2011 through 12/3/2012. 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 Piccola
2. Buildings & Grounds (Marina, Village Hall, Park & Club Rooms, Flagpole Trails)	Trustee Husk
3. Fire Department	Trustee Husk
4. Personnel	Mayor Daly & Trustee Nolan
5. Planning and Zoning	Trustee Bradstreet
6. Revitalization & Economic Development	Mayor Daly & Trustee Bradstreet
7. Streets, & highway	Trustee Piccola
8. Water & Sewer	Trustee Nolan
9. Youth & PCC	Trustee Nolan
10. Celebrations & Special Events, Seniors	Trustee Bradstreet
11. Preservation	Mayor Daly
12. Veterans	Trustee Husk

**ACTING JUSTICE:** Mayor Daly appointed William Abbott, as acting POLICE JUSTICE for a period of one year from December 5, 2011 ending December 3, 2012 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 CLERK:** Mayor Daly appointed Patricia Peterson, COURT CLERK, for a period of one year from December 5, 2011 ending December 3, 2012 as per Village Law 4-400, Sub. Para. C, ii. with Justice approval.

**VILLAGE ATTORNEY:** Mayor Daly appointed Arthur B. Williams, as Village Attorney, for a period of one year from December 5, 2011 ending December 3, 2012.

**HEALTH OFFICER:** Mayor Daly appointed Dr. Malcolm Riggs, MD, as HEALTH OFFICER as previously established and shall run through December 3, 2012.

**REGISTRAR VITAL STATISTICS:** Mayor Daly appointed Lynne Green, Town Clerk, REGISTRAR FOR VITAL STATISTICS from December 5, 2011 ending December 3, 2012.

**ANIMAL CONTROL OFFICER:** Mayor Daly appointed Gary Rose as ANIMAL CONTROL OFFICER from December 5, 2011 ending December 3, 2012.

**VILLAGE HISTORIAN** Mayor Daly appointed Beth Hoad, VILLAGE HISTORIAN, for a period of one year from December 5, 2011 ending December 3, 2012.

**PLANNING/ ZONING PRESERVATION BOARDS:** Mayor Daly moved the appointment of Richard T. Perry Jr. as chair of the Zoning Board of Appeals, from November 30, 2011 through November 30, 2012 term through November 30, 2016.

Note: Previously appointed:  
\* John Goodspeed, term through November 30, 2013  
\* Dave Nagle term through November 30, 2012.  
\* Tim Denniston term through November 30, 2014.  
\* Edward Perkins term through November 30, 2015  
Alternates: Two Vacancies.

Mayor Daly moved the appointment of David Morrell, as Chair of the Planning Board through November 30, 2012 term through November 2015.

Note: Previously appointed:

- \* Jennifer Voss term through November 30, 2014.
  - \* Kathleen Ioele term through November 30, 2013.
  - \* Joe St. Thomas, term through November 30, 2012.
  - \* Chris Tome, term through November 30, 2016.
  - \* Vacancy: term through November 30, 2015.
- Alternates: Two Vacancies.

Mayor Daly moved the appointment of Eleanor Drake, as Chair of the Preservation Board through November 30, 2012 term through November 2012.

Previously appointed:

- \* Christine Daly term through November 30, 2013.
- \* Judy Zanin term through November 30, 2013.
- \* Michael Haskins term through November 30, 2014.
- \* James Elliott term through November 30, 2014.

Alternate:

- \* Jeff Jarvis term through November 2012.

**YOUTH COMMISSION:** Mayor Daly advised that, upon recommendation of the Board of Directors of the Palmyra Community Center, she 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 To be determined
3. Secretary Laurie Lawrence
4. Treasurer John Morrissey

**FIRE DEPT. OFFICIALS:** Mayor Daly advised, on recommendation of the Palmyra Fire Company, Inc. as of December 1, 2010 that the following appointments be made:

1. Fire Chief Kevin Bruening
2. First Asst. Chief Jason Dickinson
3. Second Asst. Chief John Pieters
4. Third Asst. Chief Bill Taylor

**FIRE DEPT. MAINTEN. MECHANIC:** Mayor Daly appointed of Jason Dickinson, as MAINTENANCE MECHANIC of the FIRE DEPARTMENT EQUIPMENT, from December 5, 2011 through December 3, 2012.

**BANK DEPOSITORY** HSBC 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 *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. 26, 2011
2. Jan . 2, 2012
3. Martin Luther King (Jan. 16, 2012)
4. Good Friday (April 6, 2012)
5. Memorial Day (May 28, 2012)
6. July 4, 2012
7. Labor Day (Sept 3, 2012)
8. Columbus Day (Oct. 8, 2012)
9. Veterans' Day (Nov. 12, 2012)
10. Thanksgiving (Nov. 22, 2012)
11. Day after Thanksgiving (Nov. 23, 2012)

**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 7:00 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.

**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 Daly	aye	Trustee Bradstreet	aye
Trustee Husk	aye	Trustee Nolan	aye
Trustee Piccola	aye		

Vote: 5 ayes. CARRIED.

**DEPUTY MAYOR:** Mayor Daly appointed Trustee Bradstreet to continue in his role as Deputy Mayor.

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

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

### **REGULAR MEETING**

**APPROVAL OF MINUTES:** Motion was made by Trustee Husk, second by Trustee Piccola to approve the minutes from November 21, 2011 as submitted. Vote, 4 ayes. CARRIED.

**APPROVAL OF VOUCHERS:** Motion was made by Trustee Bradstreet, second by Trustee Nolan to approve payment of vouchers 510-511 for \$127,604.00. Vote, 4 ayes. CARRIED.

**BUDGET TRANSFERS:** Motion was made by Trustee Husk, second by Trustee Piccola A9060.8 to transfer \$3583.00 from A9010.8 Retirement and \$5793.00 from A9060.8 to A9015.8 Police & Fire Retirement to balance that line item. Vote, 4 ayes. CARRIED.

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

- Plaque – FingerLakes Street Machine Show, presented by David Tones to Village, aerial photo of 2011 CanalTown Days Car Show
- Received Comfort Station final reimbursement check

### **TRUSTEE REPORTS**

**Trustee Bradstreet** reviewed the events for the upcoming Christmas celebration in the Village. Fran Storm has agreed to chair this event next year.

The Board discussed the code violations on Kent Street. Trustee Bradstreet paid a visit to the property today and was pleased to see improvement, unlicensed vehicles have been licensed, the tires had been removed as well as the old truck bed. Trustee Bradstreet has asked the Code Enforcement Officer to contact the property owner to have the tractors removed. He recommends that the board hold off on sending the letter about the hiring of a salvage company to clean up the property since there has been definite improvement. CEO Wooden will be at the next meeting with a year-end report.

**Trustee Husk** reported for Finger Lakes Ambulance for the month of November; there were 58 calls with an average response time of 5 minutes 11 seconds. Supt. Hopkins will also be at the next meeting to give project updates.

**Trustee Nolan** would like to discuss the tree cutting around the water tank that was referenced in the latest correspondence from Clark Patterson Lee with Supt. Hopkins at the next meeting.

**Trustee Piccola** reviewed the bid received from Geneva Granite for \$32,215. It was the only bid the Village received. Motion was made by Trustee Piccola, second by Trustee Bradstreet to award the bid to Geneva Granite for curbing for Hyde Parkway. Vote, 4 ayes. CARRIED.

**Attorney Williams** - no report.

**Mayor Daly** provided her usual written report and highlighted recent openings of new stores in the business district. Next Monday, Murray Gould will be here to give a seminar about owner-occupied residential tax credits for properties on the National Historic Register.

Mayor Daly clarified some discrepancies in an article about the future Wi-Fi hot spot in the Village.

**NEW/OLD BUSINESS:**

**PROPERTY TAX CAP:** Given the Village has already passed a local law overriding the 2% tax cap, the Board agreed it was not necessary to have Peter Baynes, from NYCOM come to explain the tax cap.

**METER DISCREPANCIES:** Motion was made by Trustee Piccola, second by Trustee Bradstreet to approve the billing for the meter discrepancies as outlined below: Vote, 4 ayes. CARRIED.

Acct. #	Name	Discrepancy	Billed w/ Dec. Bill	BALANCE	Proposed billing of balance.
8140	BLAIR	59	35.0	24.000	12hcf fir 2 more qtrs.
15311	PRINDLE	89	29.0	60.000	15hcf for 4 more qtrs.
29245	DINEHART	103	36.0	67.000	16.75hcf for 4 more qtrs.
40138	STANDISH	137	37.0	100.000	15hcf for 6 more qtrs +10 on seventh one
95174	FIX	50	18.0	25.000	16 for 2 more qtrs.
95175	MORRELL	113	38.0	75.000	18.75 for 4 more qtrs.
362461	MURRAY	45	15.0	30.000	15 for 2 more qtrs.
363401	BRUENING	44	15.0	29.000	14.5 for 2 more qtrs.
45259	WASSERLAUF	78	18.0	60.000	12 for 5 more qtrs.
46138	YEARS	90	15.0	75.000	15 for 5 more qtrs.

**PALMYRA FAIR BOARD:** Pam Ferranti, President, addressed the Board regarding the Mayor's recent correspondence to her which talked about Village Code 200-23C. This section of code states "Uses other than an agricultural fair of exhibition shall have prior written approval of the Board of Trustees of the Village of Palmyra."

Fellow board member, Mr. Bender questioned the need to obtain permission from the Village to use their own property. He would like the Village to answer who controls what the Fair Society can and cannot do; the, village, the county or the State. Mayor Daly asked President Ferranti to please submit all their questions as soon as possible via email or mail. Due to the two holidays, meetings in January will be Jan. 8<sup>th</sup> and Jan. 23<sup>rd</sup>.

**EXECUTIVE SESSION:** Motion was made by Trustee Bradstreet, second by Trustee Husk, for a contractual matter. Vote, 4 ayes. CARRIED.

**PUBLIC SESSION:** Motion by Trustee Husk, second by Trustee Piccola to move back into public session with no action having taken place. Vote, 4 ayes. CARRIED.

**ADJOURNMENT:** Motion by Trustee Nolan, second by Trustee Husk, to adjourn at 7:45 p.m. Vote, 4 ayes. CARRIED.

Respectfully submitted,

Alicia M. Lynch  
Clerk Treasurer