

VILLAGE OF PALMYRA BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
PUBLIC HEARING 2000-2001 BUDGET
April 3 , 2000 6:30 p.m.

PRESENT: Mayor Wilson, Trustees DeVogelaere, Gunkler, Salomon, and Celentano, Roy McMaster, Treasurer Darlene Matteson.

PLEDGE OF ALLEGIANCE

CALL TO ORDER: Mayor Wilson called the budget hearing to order at 6:30 pm and read the legal notice for same:

NOTICE OF PUBLIC HEARING
2000-2001

The Village of Palmyra will hold a public hearing (in conjunction with the regular board meeting) on Monday, April 3, 2000 at 6:30 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 2000-2001 budgets of the Village funds.

Compensation proposed to be paid each member of the Village Board of Trustees is \$4400; and to the Mayor \$5500. A copy of the "Tentative 2000-2001 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

The tentative budget was presented by Roy McMaster of Fiscal Advisors. He explained several statutes related to the budget ie. maximum amount that can be raised through taxes- 2% of valuation. The village's maximum taxing power is \$2,200,000. Based on the figures in the proposed budget, the 2000-01 tax levy will be \$821,800. Mr. McMaster quickly reviewed the general, water and sewer funds as well as the Debt service. Village contingency funds are allowed to be up to 10% of the general fund. The proposed tax rate for 2000-01 is \$8.68, the same as last year. This year's budget includes an increase for the Mayor and trustees. It is their first increase in over 10 years. Additionally, it provides for about \$400,000 to bond the sidewalk upgrades, three culverts and several street resurfaces. The tax rate is calculated on the tentative tax rolls and may have to be adjusted once these are in.

Motion to close the public hearing was made by Trustee Celentano, second by Trustee Gunkler. Vote, 5 ayes. CARRIED.

Motion by Trustee Celentano, second by Trustee DeVogelaere to adopt the budget as presented. Voting as follows:

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

Vote: 5, ayes,

Unanimous/Carried/Defeated

ANNUAL ORGANIZATIONAL MEETING: Motion by Mayor Wilson, second by Trustee Gunkler to adopt the following annual organizational assignments, all terms shall run through December 4, 2000 to coincide with the new Village election date. The next Village election will be held November 7,2000, the next organizational meeting will therefore be held on Monday, December 4,2000. All terms of office will return to the normal time frame at that time.

VILLAGE CLERK: Mayor Wilson moved to name Alicia M. Lynch as Village Clerk, appointment from April 3rd through December 4th, 2000.

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 Gunkler
6. Water shed	Trustee Salomon
7. Animal control	Mayor Wilson

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| 8. Fire Department | Trustee Gunkler |
| 9. Flagpole, Village Hall, Park & Club Rooms | Trustee DeVogelaere |
| 10. Economic development & revitalization,
Marina project | Trustees Salomon & Celentano |
| 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 appointment from April 3rd through December 4th, 2000.

COURT CLERK: Mayor Wilson moved the appointment of Linda Ingram, COURT CLERK, appointment from April 3rd through December 4th, 2000. 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 as Village TREASURER appointment from April 3rd through December 4th, 2000.

CODE ENFRMNT: 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".

BUILDING & GROUNDS MAINTNCE. The following appointment is made by Mayor Wilson as per Village Law 4-x Roger Weaver as BUILDINGS AND GROUNDS MAINTENANCE SUPERVISOR 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.

HEALTH OFFICER: Mayor Wilson moved the appointment of Dr. Lorenz, MD, as HEALTH OFFICER was previously established and shall run through December 4, 2000.

REGISTRAR VITAL STATISTICS: Mayor Wilson moved the appointment of Beverly Hickman, Town Clerk, REGISTRAR FOR VITAL STATISTICS appointment from April 3rd through December 4th, 2000.

ANIMAL CONTROL OFFICER: Mayor Wilson moved the appointment of Gary Rose as ANIMAL CONTROL OFFICER appointment from April 3rd through December 4, 2000.

PLANNING/ ZONING BOARDS: Mayor moved the appointment of David Cook as a member of the Zoning Board of Appeals, term to expire 11/30/04 to coincide with the new dates for the Annual Organizational meetings, additionally Mayor Wilson moved to extend his appointment as chair of the Zoning Board through 11/30/00. Extensions of all other terms of Zoning Board members are as follows:
Steve Hays term beginning April 3rd through November 30, 2001
Steve Landgrebe term beginning April 3rd through November 30, 2001
David McDowell term beginning April 3rd through November 30, 2003
Vacancy term beginning April 3rd through November 30, 2002
Mayor moved to extend the appointment of Tim Kurek as a Chair of the Planning Board term to expire 11/30/00 and to extend his term from April 3rd to November 30, 2001, to coincide with the new dates for the Annual Organizational meetings. Extensions of all other terms of Planning Board members are as follows:
Eleanor Drake term beginning April 3rd through November 30, 2002
Kathy Wooden term beginning April 3rd through November 30, 2001
Terry Slowe term beginning April 3rd through November 30, 2002
Bill Unterborn term beginning April 3rd through November 30, 2004
or until such time that the Village and Town Boards agree to a different organizational structure.

YOUTH COMMISSION: Deputy Mayor Celentano 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:

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| 1. President | Tom Hickey |
| 2. Vice-president | Fred Borrelli |
| 3. Secretary | David Pray |
| 4. Treasurer | Chris Murphy and Missy Husk |

FIRE DEPT. OFFICIALS: Mayor Wilson advised, on recommendation of the Palmyra Fire Company, Inc. as of April 3, 2000, following appointments be made:

1. Fire Chief John Bruening
2. First Asst. Chief Warren Frederick
3. Second Asst. Chief Tom DeWitt
4. Third Asst. Chief Kevin Bruening

FIRE DEPT. CUSTODIAN: Mayor Wilson moved the appointment of Tom Fraser, as CUSTODIAN of the FIRE DEPARTMENT EQUIPMENT, appointment from April 3rd through December 4, 2000.

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: 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 COUNSELERS: Roy McMaster, Fiscal Advisors, Canandaigua, NY, shall be utilized by the Village Board of Trustees as Investment Counselor for the Village of Palmyra.

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 by the Board:
To cover the Village Clerk, bond amount of \$57,500 and Treasurer/Tax Collector, bond amount of \$646,000 and \$5,000 per all other 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. Good Friday	6. Thanksgiving
2. Memorial Day	7. Day after Thanksgiving
3. July 4 th	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, Deputy Mayor Celentano announced the following appointments:

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

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 p.m. on the First and Third Monday, in the months beginning 4/03/00 through 12/4/00, 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 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 at least 24 hours before the meeting, however, items may be placed on the agenda at anytime, including during the meeting.

The agenda shall be prepared by noon on the day of the meeting. If necessary a supplemental agenda shall be distributed at the beginning of 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.

A 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.

Motion by Mayor Wilson to accept the foregoing organizational assignments. Second by Trustee Gunkler. Voting as follows:

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

Unanimous/Carried/Defeated

Motion to close the Organizational Meeting at 7:05 p.m. by Mayor Wilson. Second by Trustee DeVogelaere. Vote, 5 ayes. CARRIED.

CORRESPONDENCE/ANNOUNCEMENTS: The following correspondence has been received and is on file at Village Hall for public inspection:

1. Notice of the Erie Canal Bike Tour 2000 August 13-20
2. 2000 Crop Walk - May 7th about 1:30 - 4:00 pm

3. Department of Housing - Permitting GuideBook
4. Time Warner - Social Contract Progress Report

TRUSTEE REPORTS: Trustee Gunkler - no report.

Trustee DeVogelaere:

ZONING BOARD APPOINTMENT: Motion by Trustee DeVogelaere to appoint Kris Lester to the vacancy on the Zoning Board, her term to expire on November 30, 2002. Second by Mayor Wilson. Vote, 5 ayes. CARRIED.

Trustee Salomon:

DELINQUENT WATER/SEWER CHARGES: Trustee Salomon moved that the delinquent water & sewer rents, plus accrued penalties as of April 28, 2000 will be added to the 2000 Village tax roll. Second by Trustee Gunkler. Vote, 5 ayes. CARRIED.

Trustee Salomon also reported that we have received notice that four of our fairly recent water projects are eligible to be considered for funding under the DSLWF. These projects will be submitted by the Village engineer, Bob Raeman. Motion was made by Trustee Salomon, second by Mayor Wilson to submit these projects to the Drinking Water State Revolving Fund engineering costs not to exceed \$5,000.00. Vote: 5 ayes. CARRIED.

Steve Stauffer, ST Environmental has prepared the Consumer Confidence Report for 1999. It is being reviewed by the Department of Health. After they have approved it, the Village will send it to all of our water consumers by inserting it in the Timesaver. It will also be posted on several bulletin boards throughout the Village.

Trustee Celentano – no report.

Mayor Wilson reported that the Canal Street project bid should be ready by for advertisement by April 17, 2000. The anticipated construction start date will be July 5, 2000 and hopefully completed by September 9, 2000. Several sources are being investigated for the additional funding for the Marina. Steve Cleason has also been in contact with the manufacturer of the material to see if there is any way we can save money on the steel.

ALDRICH CHANGE BRIDGE: The initial SEQR resolution regarding the intent to declare lead agency status and accepting the Environmental Assessment Form (EAF) for this project was adopted by the Board at the May 4, 1998 meeting. Not that we have a determination of No Adverse Impact from SHPO, the Board can conclude the SEQR process and issue a Negative Declaration. In accordance with the State Environmental review procedures, Mayor Wilson made the following resolution:

WHEREAS,

1. In accordance with the New York State Environmental Quality Review regulations (SEQR), the Village Board of the Village of Palmyra announced its intent to serve as lead agency on May 4, 1998, to conduct an environmental review of the rehabilitation of the Aldrich Change Bridge. Damaged portions of the metal bridge will be re-cast and the structure will be relocated in Aqueduct Park, near its original location. The Change Bridge will be part of the New York State Heritage Trail System and will span a shallow reflecting pool that would be excavated from a grassed area of the Park.
2. The Village Board has determined that, as the bridge is considered eligible for listing on the National Register of Historic Places, the action may be classified as a Type I action under SEQR.
3. The Village Board, in its capacity of lead agency, has caused to be prepared an environmental assessment of the significance of and potential environmental impact of the action described above.
4. On May 8, 1998, the Village Board notified the Involved Agencies of its intention to act as Lead Agency for this project and circulated the full Environmental Assessment Form.
5. In a letter dated March 23, 2000, Richard Lord of the New York State Office of Parks, Recreation, and Historic Preservation (OPRHP) determined that the project would have “No Adverse Effect” on significant historic and cultural resources, subject to certain design conditions (see correspondence attached to Negative Declaration). The Village will comply with SHPO’s requirements, as stated in the March 23, 2000 correspondence.
6. The Village Board has considered the Environmental Record prepared for this action, including any comments received from the Involved Agencies, and the proposed Negative Declaration.

THEREFORE, BE IT RESOLVED,

1. The Village Board declares that it will serve as lead agency for the project to renovate and relocate the Aldrich Change Bridge.
2. The Village Board declares that, based on the Environmental Record which has been prepared, the project will result in no major impacts and, therefore, will not cause significant damage to the environment. A Negative Declaration under SEQR is therefore issued for this project.

Second was made by Trustee Gunkler. Vote, 5 ayes. CARRIED.

Additionally, Mayor Wilson resolved to award the contracts for the Aldrich Change Bridge as recommended by project engineer Frank Griggs pending attorney approval of any and all contracts for the same. Second by Trustee Celentano. Vote, 5 ayes. CARRIED.

CENSUS: Mayor Wilson asked the Village Clerk to read a Proclamation from Governor George Pataki declaring April 1, 2000 as Census Participation Day. Mayor Wilson urged everyone to participate in the Census.

NYS RETIREMENT SYSTEM: In order to comply with a Union contract requirement which will provide for an allowance of unused sick leave credit under Section 41(j) under the NYS Retirement System, Mayor Wilson moved to adopt the following resolution:

BE IT RESOLVED that the Village Board of Trustees of the Village of Palmyra does hereby elect to provide the additional pension benefits of Section 41(j) of the Retirement and Social Security Law, as presently or hereafter amended.

BE IT FURTHER RESOLVED: that the effective date of such shall be the 3rd day of April, 2000.

The resolution was seconded by Trustee Celentano. Vote, 5 ayes. CARRIED.

FARMERS MARKET: Mayor Wilson reported that a sub-committee of the Economic Development Committee has been working towards the start up of a Farmers Market for Saturday mornings in the Park. They anticipate an opening date of June 10th from 7:00 am to 12:00 noon and should run through the end of September. Spaces will be assigned and there will be a \$25.00 peddler fee. Items which may be sold are limited to produce, baked goods, or handmade items made from homegrown materials. No other craft items will be permitted. Resale of purchased produce or goods will also be prohibited. The committee is ready to send out the vendor applications but wanted to get the Board's approval first. Motion by Mayor Wilson, second by Trustee Gunkler to proceed with the farmer solicitation for the Market. Vote, 5 ayes. CARRIED.

ADJOURNMENT: Motion by Trustee DeVogelaere, second by Trustee Gunkler to adjourn at 8:20 p.m. Vote, 5 ayes. CARRIED.

Respectfully submitted,

Alicia M. Lynch
Village Clerk