

**VILLAGE OF PALMYRA BOARD OF TRUSTEES**  
ANNUAL ORGANIZATIONAL MEETING  
December 3, 2001            6:30 p.m.

**PRESENT:** Mayor Daly, Trustees Palmer, Celentano, Salomon and DeVogelaere.

**CALL TO ORDER:** Mayor Daly called the Annual Organizational meeting to order at 6:30 p.m.

**PLEDGE OF ALLEGIANCE**

**ANNUAL ORGANIZATIONAL MEETING:** Motion by Trustee Palmer second by Trustee Celentano to adopt the following annual organizational assignments, all terms shall run through December 2, 2002.

**TRUSTEE LIAISONS**            Tabled until the December 17<sup>th</sup> meeting..

**ACTING JUSTICE:**            William Abbott is hereby appointed Acting POLICE JUSTICE for a period of one year, from December 3, 2001 through December 2, 2002 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:**            Patricia Peterson is hereby appointed to the office of COURT CLERK, for a period of one year from December 3, 2001 through December 2, 2002 as per Village Law 4-400, Sub. Para. C, ii. with Justice approval.

**HEALTH OFFICER:**        Dr. Malcolm Riggs is hereby appointed to the office of HEALTH OFFICER for a period of one year from December 3, 2001 through December 2, 2002.

**REGISTRAR VITAL STATISTICS:**    Beverly Hickman, Town Clerk, is hereby appointed as REGISTRAR FOR VITAL STATISTICS for a period of one year, from December 3,2001 through December 2, 2002.

**ANIMAL CONTROL OFFICER:**    Gary Rose as ANIMAL CONTROL OFFICER for a period of one year, from December 3,2001 through December 2, 2002.

**PLANNING/ ZONING BOARDS:**    Tabled to the December 17<sup>th</sup> meeting.

**YOUTH COMMISSION:**        Mayor Daly advised that, upon recommendation of the Board of Directors of the Palmyra Community Center, the following officer positions be re-established for the YOUTH COMMISSION, election of said officers to be conducted in March:

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

**FIRE DEPT. OFFICIALS:**        Mayor Daly advised, on recommendation of the Palmyra Fire Company, Inc. as of December 3, following appointments be made:

- |                       |                  |
|-----------------------|------------------|
| 1. Fire Chief         | Warren Frederick |
| 2. First Asst. Chief  | Kevin Bruening   |
| 3. Second Asst. Chief | Jason Dickinson  |
| 4. Third Asst. Chief  | Bill Colburn     |

**FIRE DEPT. CUSTODIAN:**        Mark Askloff is hereby appointed as CUSTODIAN of the FIRE DEPARTMENT EQUIPMENT, for a period of one year, from December 3,2001 through December 2,2002.

**DEPUTY OR ACTING MAYOR:**        Mayor Daly moved the appointment of Mark Palmer, 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 COUNSELRS:**        Roy McMaster, Fiscal Advisors, Cicero, 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, and Daily Messenger 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:** Mayor Daly 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 <sup>th</sup> | 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 Palmer announced the following appointments:

- |                        |                         |
|------------------------|-------------------------|
| 1. Budget Officer      | <u>Victoria W. Daly</u> |
| 2. Police Commissioner | <u>Victoria W. Daly</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 7:00 on the First and Third Monday, in the months beginning 12/3/01 through 12/2/02, 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 by 5:00 pm on the Friday before the meeting, 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.

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 the 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:

Trustee Salomon	nay	Trustee Palmer	aye
Trustee DeVogelaere	aye	Trustee Celentano	aye
Mayor Daly	aye		

Unanimous/Carried/Defeated

Motion to close the Organizational Meeting at 6:50 p.m.

Mayor Daly called the regular meeting to order at 6:50 p.m.

**APPROVAL OF MINUTES:** Motion by Trustee Celentano to accept the minutes from November 19<sup>th</sup>, 2001. Second was made by Trustee DeVogelaere. Vote, 5 ayes. CARRIED.

**CORRESPONDENCE/ANNOUNCEMENTS:** Mayor Daly announced that the Village of Palmyra is hosting the next Wayne County Village Official Association meeting on January 23, 2001 at the Garlock House at 6:00 p.m. Antje Dirkson, Transportation Coordinator for the Wayne County Rural Health Network will be the speaker. She urged everyone to attend.

- Notification of a meeting of the Wayne County Planning Board at the Wayne County Court House on December 4th.
- Notification of a meeting of the Canandaigua Lake Watershed Council at the Hurley Building on December 4<sup>th</sup>.

**TRUSTEE REPORTS:**

**Trustee Salomon** - no report.

**Trustee Celentano** reported that the Highway department should be completing brush pick up soon. They have repaired the catch basin in the parking lot of the library and enlarged the parking lot as well. The new lights will be installed in the parking lot off Cuyler Street sometime next week or the next. Mayor Daly passed along correspondence from a Liberty Street resident requesting that a stop sign be placed at the east end of Hansen Street. Trustee Celentano suggested that the matter be tabled until the next meeting so he can check the situation out first.

**Trustee DeVogelaere** reported that the Buildings and Grounds Maintenance Department is still waiting for delivery of the new lift truck. Mayor Daly asked what the status was regarding the re-instatement of the ice skating rink in the Village park. The Village clerk suggested checking with the former mayor, as he had researched the liability of it with the Village's insurance agent.

**Trustee Palmer** - no report.

**Mayor Daly** reported that she plans to have regular office hours every Tuesday in Village Hall. Additionally, she will be writing a column for the Courier and the web-site following every Board meeting. Once her computer is in place, Kathy Contant will be helping her to set up an "Ask the Mayor" sort of thing via e-mail.

**Attorney Williams** reminded the Board that he will be unable to attend the Board meeting on December 17<sup>th</sup>. He would like to get a team in place for upcoming union negotiations and requested an executive session to get things underway.

**NEW/OLD BUSINESS:**

**VOUCHERS:** Mayor Daly reminded the Board that vouchers are ready for signatures prior to the second meeting of each month. It would simplify matters if they could be signed that night so the Village treasurer doesn't have to track Board members down. She asked the Board to consider that the idea of a "mini" workshop during at the second meeting of each month be resurrected. During this time, department heads, county people with whom we work, project coordinators and agencies the village support, could be invited to come in and give a brief report and/ or update.

**WAYNE COUNTY BOARD OF SUPERVISORS/SALES TAX:** Mayor Daly asked the Board if they would like to submit their comments/concerns to the WC Board of Supervisors as a body addressing the County's withdrawal of sales tax revenue sharing with the school districts. Trustee Celentano said he preferred to make his comments personally. For the past thirty some odd years, the County has been sharing a portion of the sales tax with the school districts (one percent). They have voted to discontinue this practice. Trustee DeVogelaere also would like to make his comments as an individual.

**ROUTE 31:** Mayor Daly asked who had the best idea of the schedule for the proposed Route 31/21 reconstruction. Trustee Celentano said the schedule is pretty much up to the state and should be in the file. Attorney Williams reported that Newark's project has once more been delayed; it might be a good idea to check on the status of Palmyra's project. According to Wes Alden last week, the project was in the bidding stage. Mayor Daly asked the village clerk to check with DOT to verify. She would like to meet with the business owners to bring them up to speed.

**ALLENDALE-COLUMBIA ANNEXATION:** Attorney Williams reported that the prints are in for the property annexed into the village off of East Foster Street. He will submit the map to the state. The next step will be to zone it which entails a local law.

Motion to enter executive session by Trustee Celentano for discussion of union contracts. Second by Trustee DeVogelaere. Vote, 5 ayes. CARRIED.

**EXECUTIVE SESSION**

Motion by Trustee Celentano, second by Trustee DeVogelaere to exit executive session and re-enter public session. Vote, 5 ayes. CARRIED.

Motion by Trustee Celentano, second by Trustee DeVogelaere to adjourn at 7:30 p.m. Vote, 5 ayes. CARRIED.

Respectfully submitted,

Alicia M. Lynch  
Village Clerk