

VILLAGE OF PALMYRA BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
REGULAR MEETING
December 7, 2009 7:00 p.m.

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

PLEDGE OF ALLEGIANCE

PRESENTATION: Mayor Daly welcomed the 2009 Pal-Mac Girls' Soccer Team, Finger Lakes East League Champions. Winning is great but the most important part is what it took to get to where they are today. Congratulations to the girls, their parents and the coaches.

PEARL HARBOR: Mayor Daly noted that today is the 68th anniversary of the bombing of Pearl Harbor:

ANNUAL ORGANIZATIONAL MEETING: Motion by Trustee Piccola second by Trustee Nolan to adopt the following annual organizational assignments, except where noted, all terms shall run through December 7, 2010.

BE IT RESOLVED that the Board of Trustees reestablishes the following trustee liaisons for a period of one year from December 7, 2009 through December 6, 2010. 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 7, 2009 through December 6, 2010 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 7, 2009 through December 6, 2010 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 7, 2009 through December 6, 2010.

HEALTH OFFICER: Mayor Daly appointed Dr. Malcolm Riggs, MD, as HEALTH OFFICER as previously established and shall run through December 6, 2010.

REGISTRAR VITAL STATISTICS: Mayor Daly appointed Lynne Green, Town Clerk, REGISTRAR FOR VITAL STATISTICS from December 7, 2009 through December 6, 2010.

ANIMAL CONTROL OFFICER: Mayor Daly appointed Gary Rose as ANIMAL CONTROL OFFICER from December 7, 2009 through December 6, 2010.

VILLAGE HISTORIAN Mayor Daly appointed Beth Hoad, VILLAGE HISTORIAN, for a period of one year from December 7, 2009 through December 6, 2010.

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 | Mark Giacchetta |
| 3. Secretary | vacant |
| 4. Treasurer | vacant |

FIRE DEPT. Mayor Daly advised, on recommendation of the Palmyra Fire Company,

OFFICIALS: Inc. as of December 7, 2009 that the following appointments be made:

1. Fire Chief Bill Colburn
2. First Asst. Chief Derrick Baker
3. Second Asst. Chief Kevin Bruening
4. Third Asst. Chief John Pieters

FIRE DEPT. MAINTEN. MECHANIC: Mayor Daly appointed of Jason Dickinson, as MAINTENANCE MECHANIC of the FIRE DEPARTMENT EQUIPMENT, from December 7, 2009 through December 6, 2010.

PRESERV. COMMITTEE: Mayor Daly moved the appointment of James Elliott as chair of the PRESERVATION COMMITTEE, term from December 7, through December 6, 2010, his committee term is through November 30, 2011
Note: Previously appointed:
Christine Daly term through November 30, 2010
Michael Haskins term through November 30, 2011
Judy Zanin term through November 30, 2010
One vacancy.

PLANNING/ ZONING BOARDS: Mayor Daly moved the appointment of Rick Perry as chair of the ZONING BOARD from November 30, 2009 through November 30, 2010; term as member of Zoning Board through November 30, 2011.

Note: Previously appointed:

- * Tim Kurek term beginning November 2005 through November 30, 2010
- * David Nagle term beginning December 2008 through November 30, 2012
- * John Burgess term beginning December 2008 through November 30, 2013
- * Tim Denniston term beginning December 2009 through November 30, 2014

Alternates: Two vacancies

Mayor Daly moved the appointment of David Morrell as chair of the PLANNING BOARD from December 2005 through November 30, 2010.; term as member of Planning Board through November 30, 2010.

Note: Previously appointed:

- * Joe St. Thomas term beginning December 2008 through November 30, 2012
- * Kathleen Ioele term beginning December 2008 through November 30, 2013.
- * Chris Tome term beginning December 2008 through November 30, 2013
- * Jennifer Voss term beginning November 2009 through November 30, 2014.

Alternates: Two vacancies

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 Courier Journal* shall be approved as the official newspaper for the Village and the *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: 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 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. Christmas Eve Day 2009
2. Christmas 2009
3. New Year's Day 2010
4. Good Friday (April 2, 2010)
5. Memorial Day (May 31, 2010)
6. July 5, 2010
7. Labor Day (Sept 6, 2010)
8. Columbus Day (Oct. 11, 2010)
9. Veterans' Day (Nov. 11, 2010)
10. Thanksgiving (Nov. 25, 2010)
11. Day after Thanksgiving (Nov. 26, 2010)

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 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. 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:

Trustee Bradstreet	Trustee Nolan
Trustee Husk	Trustee Piccola
Mayor Daly	Vote

DEPUTY OR ACTING MAYOR: Mayor Daly appointed Ken Bradstreet, 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.

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 Bradstreet, Trustee Husk, to approve the minutes from November 16, 2009 as submitted. Vote, 4 ayes. CARRIED.

CORRESPONDENCE/ANNOUNCEMENTS/INFORMATION

- Ambulance consolidation committee correspondence
- Village attorney position
- DEC increase in fees

TRUSTEE REPORTS:

Trustee Bradstreet reported that the financial report for November has been received from the Code Enforcement Office as well as their activity report; between 10/24-12/2, 45 inspections took place, 30 Certificate of Occupancy and 26 permits were issued. The Christmas celebration in the park last Friday was a big success. We partnered with the Community Center who hosted horse-drawn wagon rides. Over 200 people attended for caroling, refreshments and the tree lighting. Trustee Bradstreet thanked Supt. Hopkins, Chris Deys and Darin Moore for their efforts in the park, and also a thank you to Irene Unterborn, Terri Hopkins and Alicia Lynch for their help with the refreshments. There was a surprise visit from Santa Bob Daly.

Trustee Husk reported that two of the horses on the gazebo were vandalized. An incident report has been filed with the police department. The light on the corner of Main St. and Route 21 needs a ballast before it can be repaired. The medallions for the following clubs will be added to the welcome signs: VFW, Moose Lodge, Rotary, Lions Club, Kiwanis, American Legion and the Masons. The trusses were delivered for the Comfort station trusses but they were too small – their mistake.

Trustee Nolan – no report.

Trustee Piccola reported that Supts. Hopkins and Boesel met with Mitch Smith at the Park Drive house to discuss what might be done to remove it in the future. He had several suggestions. They are just in the information gathering stage. The Highway Dept. is gearing up for snow plowing. The Canandaigua St. bid opening has been changed to 4:00 p.m. on Dec. 14 not 11:00 p.m.

Attorney Williams reported he received a check for \$100 from Pamela Follett, Coffee Creek for back micro enterprise loan payment.

Mayor Daly met today in Lyons with the Landmark Society Western New York to make plans for the April 24th conference planning, to take place in the Village. Mayor Daly will be writing a myth-buster addendum when need be and attaching it to her column in the newspaper. She shared the one she will be submitted with her column this week about insurance costs for historic district property owners and how costs for “Village” services would be allocated should a Village be dissolved.

NEW/OLD BUSINESS:

STREET LIGHT REQUEST IN ALLEYWAY: The Board elected not to add the street light to the alleyway behind the stores between Market and Clinton Streets as requested. All felt that would be the responsibility of the property owners/landlords.

PALMYRA WELCOME SIGN PROJECT: Mayor Daly would like to order two more Palmyra Welcome signs from Custom 31 Graphics, expending the funds from the Micro Enterprise money. Motion was made by Trustee Husk, second by Trustee Bradstreet to approve the \$3600 expenditure for two more signs. Vote, 4 ayes. CARRIED.

SPRING ST. HOUSE RENTAL UPDATE: Mayor Daly reported that the proposed tenant has given 30 days notice on the Spring Street house and is now asking for the December rent. The Board determined not to refund any rent payment.

NAME CSEA SPOKESPEOPLE FOR UNION NEGOS.: Trustee Piccola, Trustee Nolan, and Attorney Williams will be the negotiating team for both union contracts. Trustee Nolan will contact Mr. Seltzer from CSEA.

WATER DISCREPANCY ON E. FOSTER ST.: Tabled.

EXECUTIVE SESSION: Motion was made by Trustee Piccola, second by Trustee Nolan to move into executive session for discussions of personnel and contractual matters. Vote, 4 ayes. CARRIED.

PUBLIC SESSION: Motion was made by Trustee Bradstreet, second by Trustee Nolan to move back into public session with no action having been taken place. Vote, 4 ayes. CARRIED.

NOTE: Motion was made by Trustee Husk, second by Trustee Piccola to note that David Vandermallie has been removed from the active status rolls of the Palmyra Fire Company. Vote, 4 ayes. CARRIED.

ADJOURNMENT: Motion was made by Trustee Piccola, second by Trustee Nolan to adjourn at 9:40 p.m. Vote, 4 ayes. CARRIED.

Respectfully submitted,

Alicia M. Lynch
Clerk Treasurer