

**TOWN OF PALMYRA
ANNUAL ORGANIZATIONAL MEETING
JANUARY 6, 2005**

The Organizational Meeting scheduled to be held on Thursday, January 6, 2005 at the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, Wayne County, New York, 14522, was called to order at 7:35 p.m. by Town Supervisor David C. Lyon.

CALL TO ORDER

Supervisor Lyon led those present in the Pledge of Allegiance to the Flag.

PLEDGE OF ALLEGIANCE

Upon roll call, the following Town Board members were present:

ROLL CALL

- Town Supervisor - David C. Lyon
- Town Board Members - James Welch
David Nussbaumer
- Absent: Kenneth Miller
Michael Lambrix

Others present at this organizational meeting included:

- Michael Boesel – Highway Superintendent
- Todd Pipitone – Reporter for the Courier-Journal
- Roxanne Kachel – Recently appointed to Zoning Board

**MTN: APPRV
MINUTES OF
12/23/2004
TOWN BD.
MTG.**

Minutes from the December 23, 2004 meeting were presented to the Board members. Dave Nussbaumer made the motion to approve the minutes.

Second: Jim Welch

Vote: 3 ayes

The following appointments were made by Town Supervisor David C. Lyon:

**APPOINT-
MENTS
MADE BY
THE
SUPERVISOR**

- Deputy Supervisor - David Nussbaumer
- Clerk to the Supervisor - Petra Anderson
- Town Historian - Beth Hoad
- Committee Appointments -
 - Highway Committee Chairman Michael Lambrix
 - Planning Committee Chairman James Welch
 - Zoning Committee Chairman David Nussbaumer
 - Buildings & Grounds chairman Kenneth Miller

APPOINTMENTS AND SALARIES

**MTN: APPRV.
APPOINT-
MENTS AND
SALARIES FOR
2005**

The following appointments and salaries were moved by Dave Nussbaumer:

APPOINTMENTS AND SALARIES:

<u>TITLE</u>	<u>NAME</u>	<u>SALARY</u>
Deputy Supervisor:	David Nussbaumer	NONE
Budget Officer:	David C. Lyon	\$604/yr
Town Historian:	Beth Hoad	\$1,000/yr
Town Constable:	Gary Rose	NONE
Zoning Enforcement Officer & Blding Insp:	Robert Grier	\$43,672/yr
Deputy Zoning Enforcement Officer & Bldg Insp:	Dan Wooden	\$17,510/yr
Animal Control Officer & Rabies Responder:	Gary Rose	\$7,900/yr
Deputy ACO & Rabies Resp:	Michelle Rose	NONE
Deputy Town Clerk:	Elizabeth A Lewis	\$12.17/hr
Deputy Clerk:	Joan Gates	\$10.82/hr
Office Clerk (part time):	Celeste Finewood	\$10.00/hr
Office Clerk (part time):	M. Veronica Miller	\$7.50/hr
Records Management Officer:	Lyndall Ann P. Green	NONE
Records Mgmt Coordinator:	Elizabeth A. Lewis	NONE
Clerk to the Supervisor:	Petra Anderson	\$18,500/yr
Registrar (4 yrs-thru 2008):	Lyndall Ann P. Green	Fee Reimbursement
Deputy Registrar:	Elizabeth A. Lewis	Fee Reimbursement

Deputy Highway Supt:	Michael Paul	\$19.15/hr
Bingo Inspector:	Elmer VerPlank	\$10.00/occasion
Health Officer (4 yrs-2008):	John Wehrle, MD	Per Statute
Voting Machine Custodian:	County Appointed	\$200/occasion
Voting Machine Custodian:	County Appointed	\$200/occasion
Election Inspectors (each):	County Appointed	\$6.50/hr
Court Clerk:	Helga Haak	\$10,350/yr
Secretary to Zoning Bd, Planning Board & Code Enforcement Officer:	Petra Anderson	\$11,550/yr
Clerk to Highway Supt:	Karen Yantz	\$10.95/hr

Hourly rate for Town Highway Crew

Deputy Superintendent	\$19.15/hr
Equipment Operators	\$17.95/hr
	\$15.61/hr---01/01/05-06/30/05
	\$16.16/hr---07/01/05-12/31/05
	\$16.16/hr
	\$14.25/hr---01/01/05-06/30/05
	\$14.75/hr---07/01/05-12/31/05
Mower Operator	\$11.00/hr
Seasonal Help	\$15.50/hr

Second: Jim Welch

Vote: 3 ayes

Councilman Dave Nussbaumer made the motion to approve payment to Betsy Lewis in the amount of \$2,100 per year to maintain the town/village Web site on her own time. The cost is to be shared equally with the Village of Palmyra.

**MTN: APPRV.
BETSY LEWIS
AMT. FOR WEB
SITE
MAINTENANCE**

Second: Jim Welch

Vote: 3 ayes

Councilman Jim Welch made the motion to name Kevin Bruening as Palmyra Fire Department Representative to the Emergency Services Advisory Committee, at no remuneration.

**MTN: NAME
KEVIN
BRUENING
PALMYRA F.D.
REP TO EMER.
SVCS
ADVISORY
COMM**

Second: Dave Nussbaumer

Vote: 3 ayes

MTN: ALL APPTS. & SALARIES RETROACTIVE TO 1/1/2005

Councilman Dave Nussbaumer made the motion that all appointments and salaries be retroactive to January 1, 2005.

Second: Jim Welch

Vote: 3 ayes

OTHER ACTION ITEMS

MTN: AUTH PETTY CASH FUNDS AND CUSTODIANS

1. Motion by James Welch to authorize petty cash funds and custodians for:

- Town Clerk (\$200.00)
- Code Enforcement Office, (\$50.00)
- Water/Sewer Collection (\$100.00)
- Tax Collector (School & Town/County - \$100.00 each)

Second by: Dave Nussbaumer

Vote: 3 ayes

MTN: SET RATE FOR MILEAGE

2. Motion by Dave Nussbaumer to set the rate for mileage at \$.30 per mile for the calendar year 2005.

Second by: James Welch

Vote: 3 ayes

MTN: APPT. REPS. TO WAYNE COUNTY CABLE TV COUNCIL

3. Motion by James Welch to appoint David Nussbaumer as Board Representative to the Wayne County Cable TV Council for 2005, and Ed Wheeler as Community Representative.

Second: Dave Nussbaumer

Vote: 3 ayes

MTN: NAME OFFICIAL TOWN NEWSPAPER

4. Motion by Jim Welch to designate the *Courier-Journal* as the Town's official newspaper for the calendar year 2005.

Second by: Dave Nussbaumer

Vote: 3 ayes

MTN: DATES FOR MEETING NIGHTS OF TOWN BOARD

5. Motion by Dave Nussbaumer to designate the following dates as meeting nights for the Palmyra Town Board for the calendar year 2005:

- 2nd Thursday of month - Workshop and/or business meeting as needed
- 4th Thursday of month - Regular business meeting with the following exceptions:
 Regular business meetings in April & October to be held in East Palmyra
 January 2005 meetings will be the 6th and the 27th
 November 2005 meetings will be the 10th and the 28th (Monday)

Second by: Jim Welch

Vote: 3 ayes

- 6. Motion by Jim Welch to designate the following as Official Town Depositories:

**MTN: NAME
OFFICIAL TOWN
DEPOSITORIES**

- HSBC Bank
- JP Morgan Chase Bank
- M & T Trust Company
- Key Bank
- Bank of America (formerly Fleet Bank)
- Ontario National Bank
- Charter One Bank

Second by: Dave Nussbaumer

Vote: 3 ayes

- 7. Motion by Dave Nussbaumer to authorize the following Items to be paid prior to audit: Utilities, hospitalization, payrolls, postage, disability insurance, social security, and retirement.

**MTN: AUTH
PAYMENT PRIOR
TO AUDIT**

Second by: Jim Welch

Vote: 3 ayes

- 8. Motion by Jim Welch to set the price of gravel not to exceed \$1.50 per cubic yard (bank run) and processed gravel not to exceed \$5.50 per ton.

**MTN: SET
PRICE OF
GRAVEL**

Second by: Dave Nussbaumer

Vote: 3 ayes

- 9. Motion by Dave Nussbaumer to approve "Agreement to Spend Town Highway Funds" per Highway Supt. Michael Boesel.

**MTN: APPRV
AGREEMNT TO
SPEND TOWN
HWY FUNDS**

Second by: Jim Welch

Vote: 3 ayes

The Supervisor and Board members signed the policy.

**MTN: ADOPT
RULES OF
PROCEDURE**

10. Motion by Dave Nussbaumer to adopt Rules of Procedure:

RESOLUTION

BE IT RESOLVED, that the Town Board of the Town of Palmyra hereby adopts Rules of Procedure pursuant to Section 63 of the Town Law as follows:

**RULES OF PROCEDURE
TOWN OF PALMYRA**

1. Organization Meeting

The organizational meeting of the Board shall be held at, on, or before the third Thursday in January of each year. The exact date and time shall be established on or before the last meeting of the Town Board in the month of December immediately preceding January, the month in which the organization meeting shall be held.

2. Regular Meetings

The 2nd Thursday of each month shall be designated as a workshop and/or business meeting of the Board, as needed. The 4th Thursday of each month shall be designated as the regular business meeting of the Board, at Town Hall, with the following exceptions:

January 2005 meetings will be January 6th and 27th.

Regular business meeting in April & October to be held in East Palmyra.

November 2005 meetings will be the 10th and the 28th (Monday).

3. Special meetings

Special meetings may be called as provided in the Town Law of the State of New York.

4. Place of Meetings

All meetings shall be at the Office of the Town Clerk of the Town of Palmyra, 1180 Canandaigua Road, Palmyra, New York, except the regular business meeting in April and the regular business meeting in October which shall be held at the East Palmyra Fire Hall, unless the Board shall, by resolution, move or adjourn the meeting to another place within the Town of Palmyra.

5. Quorum

A quorum shall be 3 of the 5 members. Actions of the Board shall require an affirmative vote of at least 3 members of the entire Town Board for each action passed except as otherwise prescribed by law. In the event there is not a quorum present, the members gathered may adjourn the meeting to a new time and place, provided due notice must be given to the members absent. All votes by each member of the Town Board shall be clearly identified in the minutes.

6. Time of Meetings

The meetings shall commence at 8:00 p.m. during Eastern Daylight Time and 7:30 p.m. during Eastern Standard Time, unless the starting time shall be amended by the affirmative vote of the Board. The time of commencement of the meeting may be postponed until the conclusion of a public hearing and/or public presentation.

7. Presiding Officer

The Supervisor shall preside at Town Board meetings. In the absence of the Supervisor, the Deputy Supervisor, if present; if not, the member of the Board present with the longest service shall be temporary chairman of the meeting.

8. Conduct of Meetings**A. Order of Business**

- 1) Public Participation - The meeting shall be open to hear from members of the Public who have applied to the Town Clerk to speak. They must have a specified topic and indicate the length of time. They should be cautioned not to be repetitive.
- 2) The meeting shall be called to order at the appointed time.
- 3) The next order of business shall be the Pledge of Allegiance, which shall be led by the Supervisor or designated Town Board member.
- 4) The roll will then be called.
- 5) Next is approval of minutes of previous meeting.
- 6) For organizational meetings, the Supervisor shall make his committee appointments, and other appointments as designated by statute.
- 7) The Town Clerk shall then read all communications received by the Town, or any Town officer which is relevant to Town business, or by the Clerk, and furnish copies to the members of the Board upon request. It shall not be necessary to read notices (except legal notices), invitations, advertisements or business solicitations, but they may, at the discretion of the Clerk, be summarized. The Supervisor shall then entertain a motion for proper disposition of the communications.
- 8) The various committees shall then render their reports. Heads of Departments will render their reports, as approved by the Committees.
- 9) Next are agenda items by Order of the Board.
- 10) Next are unfinished business and motions. These items will be considered under the heading of the appropriate committee. If not a committee item, the item shall be considered under the general category.
- 11) The abstract of claims and expenditures will be reviewed. The abstract of claims and expenditures shall be supported by vouchers authorized by each department head. The major or unusual claims in each category shall be read aloud by the Chairman of the committee having jurisdiction. It shall not be necessary to read aloud expenditures for ongoing expenses like utilities, payroll, or items which were subject to contract or bidding procedures.
- 12) The abstracts will be approved, and the expenditures and claims therein shall be authorized.
- 13) Adjournment closes the meeting.

B. Agenda

No matter shall be considered by the Board unless it is on the agenda. The Clerk shall prepare the agenda and shall make the agenda available to each member of the Town Board not less than three (3) business days before the meeting, counting the day of the meeting. No matter shall thereafter be added to the agenda without the affirmative vote of a majority of the Town Board, except that each Committee Chairperson may place on the agenda one item without the action of the Town Board.

C. Adjournments and recesses during the Meeting.

In the event that any member of the Town Board, including the Supervisor, shall desire to interrupt the business of the meeting or leave the table during the meeting, as soon as may be convenient, the member shall make motion for recess or adjournment. A motion for recess shall be a period not to exceed ten (10) minutes and shall take precedence over all other motions. A motion for adjournment is made for a period longer than (10) minutes, or to enter executive session, or some other time or place shall be made if a motion for recess would be inadequate. In the event that no motion is made, any member of the Town Board or the Supervisor shall leave the meeting or the table, with the balance of the members in attendance continuing the meeting or making a motion to adjourn. If there is no Supervisor or Deputy Supervisor or acting presiding officer, said motion shall become effective if properly seconded and on the affirmative vote of the members still at the meeting or at the table.

D. There shall be no smoking during the meeting.**E. Resolutions and Motions.**

- 1) All resolutions and motions shall be governed by the Town Law of the State of New York.
- 2) All resolutions shall be in writing and submitted to the Town Clerk in time to be listed on the agenda.
- 3) Any motion or resolution not on the agenda may be added to the agenda only by a majority vote of the Town Board, EXCEPT each Chairperson of a Committee may add 1 item without Board approval.
- 4) No motion (except to amend, table, recess or adjourn) or resolution shall be acted on unless it is on the agenda or properly added to the agenda, EXCEPT each Chairperson of a Committee may add 1 item without Board approval.
- 5) There shall be no discussion of a motion or resolution unless properly made and seconded.
- 6) When a question is under debate, no motion shall be entertained unless for recess or adjournment of the Board, to call the question, to table the question, or to amend. These motions shall have precedence in the order in which they are stated and shall not be subject to debate.
- 7) A motion or a motion for adopting a resolution may be placed on the table by a majority vote, and a majority vote will be necessary to take it off the table.

Executive Session

On motion of any member, duly seconded and carried by a majority vote, the Board shall go into executive session, presided over by the Supervisor, during which time any matters

permitted by law may be discussed and debated, but no action may be taken thereon by motion or resolution, except on a motion to terminate the executive session. The motion for executive session shall state the reason for the executive session. Only members of the Board shall participate in the executive session, except such other persons as the Board deems necessary may be called into the session.

9. Committees

Committees shall be appointed and serve at the pleasure of the Supervisor. The Supervisor in his/her discretion may add one or more advisors to each Town Committee to take advantage of the expertise of the residents of the Town.

10. Minutes

The minutes of the Town Board shall be maintained in writing and made available to the members not later than 2 weeks after the meeting.

11. Public Participation

All meetings of the Town Board, except executive sessions, shall be open to the public but no person attending the meetings shall have the right to address the Board or participate except at public hearings or at the public participation time pursuant to the rules adopted without the permission of the Board. All persons attending a Town Board Meeting or Public Hearing shall sign their name legibly on a list provided and shall, opposite their name, set forth their address.

12. Correspondence

The Supervisor and all Town Board members shall immediately file all correspondence relative to any business of the Town with the Town Clerk, who shall place same on the agenda of the next following meeting.

13. Conduct of Public Hearing:

Persons appearing at a public hearing shall:

- a) Sign in on the appropriate sheet provided.
- b) When recognized by the presiding officer, state clearly for the record, their name, address, and if the hearing involves a specific location, the location of their property before making their presentation.
- c) The person appearing shall present his views in a concise non-repetitive statement. Time shall be limited to three minutes unless the person appearing shall state how many minutes he or she shall require. No one may have over 10 minutes for his/her presentation without stating the reason for the requirement and after receiving Board approval. Questions and answers are not to be counted as a part of the presentation. The chair shall recognize persons wishing to reaffirm a certain viewpoint but shall curtail the presentation if it appears the person is becoming repetitive.
- d) Before closing the hearing, the presiding officer shall ask if there are any more comments and shall check with the Town Clerk for written communication concerning the subject of the hearing.

e) All proponents of a subject of Public Hearings must have filed in the Town Clerk's Office a separate and complete set of papers for public review not later than the day the publication first appears.

Date Approved: January 6, 2005

Second by: Jim Welch

Vote: 3 ayes

11. Motion by Jim Welch to approve the Purchasing Policy:

**MTN: APPRV
PURCHASING
POLICY**

**Town of Palmyra, New York
Policy and Procedures for Purchases Less than Bid Procurements**

In order to comply with General Municipal Law Section 104b "Procurement Policies and Procedures for Non-Bid Procurements" this resolution is set forth to be known as: Policy and Procedures for Purchases Less than Bid Procurements.

General Method of Purchasing:

Any employee or Board member shall present a request to the Town Board of the Town of Palmyra who shall accept or deny the request as a matter of record in the board minutes. An explanation of denial will be written as part of the Town Board minutes. The original request will be kept by the Town Clerk as documentation for action taken for procurements.

Items Exempt From Purchase Order Request Form:

Food for workers during emergencies

METHOD OF COMPETITION FOR NON-BID PROCUREMENTS

Purchase Contracts Below \$10,000	Verbal Quotes		Written Quotes	
	<u>1</u>	<u>2</u>	<u>2</u>	<u>3</u>
Under \$1,000	X			
\$1,000 -- \$2,999		X		
\$3,000 -- \$4,999			X	
\$5,000 -- \$10,000				X

Contracts for Public Works Below \$20,000	Verbal Quotes		Written Quotes	
	<u>1</u>	<u>2</u>	<u>2</u>	<u>3</u>
Under \$3,000	X			
\$3,000 -- \$9,999			X	
\$10,000 -- \$19,999				X

Other Purchases:	Insurance -	Board Approval
	Emergencies -	Board Approval
	Professional Svcs. -	Board Approval
	Sole Source -	Board Approval

Awards to other than low bidder:

Where quotations for pricing are obtained and other than low bid is made, documentation will be in the Town Board minutes. The best interest of the taxpayers is to be the ultimate goal.

Review:

Comments from Employees and Board members may be solicited and the Policy and Procedures for Purchasing be reviewed at least annually.

Failure to Comply:

The failure to fully comply with the provisions of this resolution shall not be grounds to void any action taken, or give rise to a cause of action against the Town of Palmyra or any officer or employee thereof.

**MTN: APPRV
INVESTMENT
POLICY**

Second by: Dave Nussbaumer

Vote: 3 ayes

12. Motion by Jim Welch to approve the Investment Policy:

**INVESTMENT POLICY FOR
TOWN OF PALMYRA
JANUARY 2005**

I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order,

- (legal) to conform with all applicable federal, state and other legal requirements;
- (safety) to adequately safeguard principal;
- (liquidity) to provide sufficient liquidity to meet all operating requirements; and
- (yield) to obtain a reasonable rate of return.

III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Town Supervisor, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of Palmyra to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal, as well as the probably income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Town of Palmyra to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of the Town of Palmyra for all moneys collected by any officer or employee of the government to transfer those funds to the Town Supervisor within 45 days of deposit, or within the time period specified in law, whichever is shorter.

VII. DESIGNATION OF DEPOSITORIES

<u>Depository Name</u>	<u>Maximum Amount</u>	
HSBC Bank	Not Applicable	
J.P. Morgan/Chase	"	"
M & T Trust Company	"	"
Key Bank	"	"
Bank of America (formerly Fleet Bank)	"	"
Ontario National Bank	"	"
Charter One Bank	"	"

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, ss10, all deposits of Town of Palmyra, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. by a pledge of "eligible securities" with an aggregate "market value" as provided by GML ss10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
2. by an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days, with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed-upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

3. by an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed-upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits, together with agree-upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released, and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer, or with an assignment in blank to the Town of Palmyra or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, ss11, the Town of Palmyra authorizes the Supervisor to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- special time-deposit accounts;
- certificates of deposit;
- obligations of the United States of America;
- obligations guaranteed by agencies of the United States of America, where the payment of principal and interest are guaranteed by the United States of America;
- obligations issued pursuant to LFL ss24.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Town of Palmyra;
- obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities, or whose specific enabling legislation authorizes such investment or investments;
- Certificates of Participation (COPs) issued pursuant to GML ss109-b;
- Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML ss6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Town of Palmyra within such times as the proceeds will be needed to meet expenditures for purposes for which the

moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Palmyra within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Town of Palmyra shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Town of Palmyra. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Supervisor is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS

The Supervisor is authorized to contract for the purchase of investments:

- Directly, including through a repurchase agreement, from an authorized trading partner.
- By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
- By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town of Palmyra by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, ss10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.

- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

APPENDIX A

SCHEDULE OF ELIGIBLE SECURITIES

- _____ (i) Obligations issues, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States governmental sponsored corporation
- _____ (ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.
- _____ (iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- _____ (iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- _____ (v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally-recognized statistical rating organization.
- _____ (vi) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- _____ (vii) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- _____ (viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- _____ (ix) Any mortgage-related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- _____ (x) Commercial paper and bankers' acceptance issued by a bank, other than the Bank, rated in the highest short-term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 40 days from the date they are pledged.
- _____ (xi) Zero-coupon obligations of the United States government marketed as "Treasury strips."

Duly moved and carried by the Town Board of the Town of Palmyra
On January 6, 2005

Second: Dave Nussbaumer

Vote: 3 ayes

**MTN: APPRV
2005 HOLIDAYS**

13. Motion to approve the following holidays for Town employees for 2005, retroactive to January 1, 2005 was made by Dave Nussbaumer:

- 1. New Year's Day 2005 -- Friday, December 31st, 2004
- 2. President's Day -- Monday, February 21st
- 3. Memorial Day -- Monday, May 30th
- 4. Independence Day -- Monday, July 4th
- 5. Labor Day -- Monday, September 5th
- 6. Columbus Day -- Monday, October 10th
- 7. Veteran's Day -- Friday, November 11th
- 8. Thanksgiving Day -- Thursday, November 24th
- 9. Christmas Day -- Monday, December 26th

Second: Jim Welch

Vote: 3 ayes

Discussion centered around whether New Year's Day 2006 holiday--on a Sunday--should be taken Friday, December 30, 2005, or Monday, January 2, 2006. It was decided to set the New Year's holiday in 2006.

**MTN:
AUTHORIZE
SIGNING OF
CHECKS**

14. Motion by Jim Welch to authorize the following people to sign checks for the Town of Palmyra:

David C. Lyon – OR – David Nussbaumer
AND

Lyndall Ann P. Green – OR – Elizabeth A. Lewis

Second: Dave Nussbaumer

Vote: 3 ayes

**MTN: SET
1/27/2005 MTG
TO AUDIT 2004
BOOKS OF
JUSTICES,
CLERK &
SUPERVISOR**

15. Motion by Dave Nussbaumer to set January 27, 2005 as the date for auditing the 2004 books of Justice Abbott, Justice Rodman, the Town Clerk, and the Supervisor.

Second: James Welch

Vote: 3 ayes

**MTN: APPRV
CHANGES TO
EMPLOYEE
HANDBOOK**

16. Motion by Jim Welch to approve the following changes to the Town of Palmyra Employee Handbook:

- a. Changes to "804 Vacation Leave" page 800-3 in the employee handbook:

After Completing:	Vacation Leave:	After Completing:	Vacation Leave:
One (1) year	One (1) week	Eleven (11) – Thirteen (13) years	Three (3) weeks and One (1) day
Three (3) years	Two (2) weeks	Fourteen (14) – Sixteen (16) years	Three (3) weeks and Two (2) days
Four (4) – Seven (7) years	Employee accrues One (1) additional day of vacation each year	Seventeen (17) – Nineteen (19) years	Three (3) weeks and Three (3) days
Eight (8) – Ten (10) years	Three (3) weeks	Twenty (20) years	Four (4) weeks

- b. Change the wording in "805 Sick Leave" page 800-4 in the employee handbook from "full-time hourly employees" to "full-time employees."
- c. Change the amount in "808 Medical and Dental Insurance" page 800-7 in the employee handbook to reflect a change in the amount of the town's contribution towards employees' health insurance from \$200.00 per month to \$255.00 per month, and from \$375.00 per month to \$430.00 per month.

Second: Dave Nussbaumer

Vote: 3 ayes

17. Information was received concerning the Association of Towns' 2005 Training School and Annual Meeting in New York City, February 20-23, 2005. At the Business Session, proposed resolutions for the Association of Towns to consider in their lobbying efforts require authorized delegates to vote. Town Clerk Green contacted the offices of the Town of Macedon and found they are sending three town officials to the annual meeting.

**ASSOC. OF
TOWNS ANNUAL
MTG. FEB 20-23**

One of those could be designated as "authorized to vote on behalf of Palmyra" by filling out a form. Board members decided not to have a designated delegate to represent Palmyra. No Palmyra representative will be attending.

18. Richard Kotwas, member of the Town Zoning Board of Appeals, has talked with Supervisor Lyon and notified him on the phone of his intention to resign as board member. Dave Lyon recommended that Tim Wizeman be appointed to fill

**MTN: ACCEPT
ZONING BOARD
RESIGNATION &
APPROVE
REPLACEMENT**

the vacant seat. Jim Welch made the motion to approve the resignation of Richard Kotwas and to appoint Tim Wizeman as Zoning Board of Appeals member to finish Kotwas's unexpired term—which ends September 30, 2008.

Second: Dave Nussbaumer

Vote: 3 ayes

INFORMATIONAL ITEMS

TOWN CLERK'S OFFICE REPORT RECAPS 2004

1. Report to the Board, a 2004 statistical overview from the Town Clerk's office was distributed to board members.

ASSESSOR'S 2004 RECAP REPORT

2. Assessor's Report recapped 2004—including revaluation—and all projects for the year. A chart detailed information about parcels, comparing 1998 Assessment Roll (last Update) to the 2003 Assessment Roll and the 2004 Assessment Roll. Taxable Town Value has increased from \$241,256,632 in 1998 to \$273,098,163 in 2004.

GRANT WRITING WORKSHOP AVAILABLE FROM NYS EMERGENCY MGMT. OFFICE

3. Basic Grant Writing Workshop information was received in the Town Clerk's office. Sponsored by the NY State Emergency Management Office, it is focused primarily for local emergency services and not-for-profit organizations. Copies of the announcement were given to all three fire departments which provide emergency protection for the town.

4. Copier Upgrade in Town Clerk's office is needed due to a number of service calls during the last month. One of the technicians suggested calling KopyKat, where we lease our copier, and look into upgrading to a digital copier, for faster and more cost effective output. A comparison of features on the current copier, as well as the cost of the new lease, and following the volume of copies made on that copier since 2001, shows that upgrading to a digital copier should still come in under budget.

MTN: UPGRADE COPIER LEASE IN TOWN CLERK'S OFFICE

Dave Nussbaumer made the motion to upgrade the lease contract with KopyKat to obtain a digital copier.

Second: Jim Welch

Vote: 3 ayes

5. Congressman Walsh's office lease extension: Supervisor Lyon has been working with the Congressman's office to extend the lease he has with the town through January 2, 2007. Walsh's term in congress ends December 31, 2006, so the extension cannot be for longer than his current term. Lyon has signed for the town. We are awaiting Walsh's signature.

**CONGRESSMAN
WALSH'S LEASE
EXTENSION IN
PROCESS**

At 7:59 p.m., motion was made by Dave Nussbaumer to adjourn this 2005 Organizational Meeting of the Town Board.

**MTN: ADJOURN
MEETING**

Second: Jim Welch

Vote: 3 ayes

Respectfully submitted,

Lyndall Ann P. Green
Palmyra Town Clerk

**NEXT MEETING: THURSDAY, JANUARY 27, 2005, 7:30 P.M.
AT THE PALMYRA TOWN HALL**