

**TOWN OF PALMYRA
ANNUAL ORGANIZATIONAL MEETING
JANUARY 4, 2022**

At 7:00 p.m., Supervisor Kenneth Miller called to order the Organizational Meeting, scheduled for Tuesday, January 4, 2022, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

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

Upon roll call, the following Board members were present:

Kenneth Miller, Supervisor
James Welch, Deputy Supervisor
Bradley Cook, Councilman
Doug DeRue, Councilman

Todd J. Pipitone, Councilman was absent.

ATTENDANCE

Highway Superintendent Mike Boesel was also in attendance.

COMMUNICATIONS

There were no official communications.

SPECIAL GUESTS

Mike Catalano, EMS Advisory Board, was unable to attend this evening.

SUPERVISOR APPOINTMENTS

The following appointments were designated and announced by the Town Supervisor Ken Miller:

Deputy Supervisor	James T. Welch
Clerk to Supervisor	Petra Anderson

TOWN BOARD LIAISON APPOINTMENTS

Supervisor Miller announced there would be no changes from 2021 to his liaison appointments for 2022:

- **Public Works:** Councilman James Welch – Highway Department, Equipment and Facilities
- **Town Development:** Councilman Doug DeRue - IT & Phones, Security, Fire Protection Contracts, and Strategic Plans
- **Government Operations:** Councilman Todd Pipitone – Assessor, Youth & Aging, Code Enforcement/Planning Board, and Historian.
- **Human Services:** Councilman Bradley Cook - Town Clerk, Archives, and Town Hall Facility.
- **Supervision:** Supervisor Ken Miller – Animal Control, Human Resources, Justices, and Finance

OTHER ACTION ITEMS:

1. Approve Staff Appointments: Brad Cook made the motion to approve the below list of Town of Palmyra Staff Appointments for 2022, retroactive to January 1st, 2022, as budgeted and approved in 2022 budget.

Second: Doug DeRue

Vote: 4 Ayes. Carried

<u>TITLE</u>	<u>NAME</u>
Kenneth F. Miller	Supervisor
Town Clerk	Irene Unterborn
Deputy Supervisor:	James Welch
Budget Officer:	Kenneth F. Miller
Town Historian:	Bonnie and Steve Hays
Town Constable:	Gary Rose
Zoning Enforcement	
Officer & Building Inspector:	Patrick Sheridan
Deputy Zoning Enforcement	
Officer & Building Inspector:	Robert Grier
Secretary to Code Enforcement Officer	Julie Hartman
Animal Control Officer &	
Rabies Responder:	Gary Rose
Deputy Animal Control Officer:	Michelle Rose
Deputy Town Clerk:	Heidi V. Jarvis
Part-time Clerk/Record Co-ordinator:	Heidi Schukraft
TC Office Clerk per diem	Sheelah Zink
Records Management Officer:	Irene E. Unterborn
Tax Collector/ Receiver	Irene E. Unterborn
Clerk to the Supervisor:	Petra Anderson
Part-time Secretary to the Book Keeper	Julie Hartman
Registrar (4 yrs-thru December 31, 2023)	Irene E. Unterborn
Deputy Registrar:	Heidi V. Jarvis
Deputy Highway Superintendent:	Michael Paul
Bingo Inspector:	Robert Grier
Health Officer (4 yr-thru Dec 31, 2023):	Daniel Harris, MD
Court Clerk:	Patricia Peterson
Appointed Assessor:	Joan Gates
Part-time Secretary to the Assessor:	Julie Hartman
Clerk to Highway Superintendent:	Sandy Fabrizio
EMS Advisory Board Representative (12/31/2022)	Mike Catalano
Wayne County Fire Advisory Board (12/31/2022)	Ron Hickman
Special Counsel	Boylon Code, Attorneys at Law
Special Counsel & Deputy Town Attorney	John Morell
Town Attorney	Paul Rubery

2. **Approve Salaries:** Brad Cook made the motion to approve salaries for the Supervisor, Councilpersons, Town Clerk, Highway Superintendent, Justices, Full and Part-time Staff as budgeted and approved in the 2022 budget.

Second: Jim Welch

Vote: 4 Ayes. Carried

3. **Authorize Petty Cash Amounts:** Doug DeRue made the motion to authorize the following petty cash in the Town Clerks Office:

Second: Brad Cook

Vote: 4 Ayes. Carried

Petty Cash funds - **\$200**

Town Clerk's Office Drawer - **\$100**

Water Payments Collector - **\$100**

Tax Collector (School & Town/County) - **\$100 each**

4. **Designate Official Newspaper:** Jim Welch made the motion to designate the *Times of Wayne County* as the town's official newspaper for 2022.

Second: Doug DeRue

Vote: 4 Ayes. Carried

5. **Designate Official Board Meeting Nights:** Doug DeRue made the motion to designate the following dates as meeting nights for the Palmyra Town Board for 2022:

- 2nd Tuesday of month, at 7 p.m. - Workshop and/or business meeting—as needed
- 4th Thursday of month, at 7 p.m. - Regular business meeting at the Palmyra Town Hall with the following exceptions:
 - Regular business meetings in April & October to be held in East Palmyra.
 - November 2022 meeting will be on Tues. November 22rd

Second: Brad Cook

Vote: 4 Ayes. Carried

6. **Designate Official Depositories:** Jim Welch made the motion to designate Canandaigua National Bank and Community Bank, NA as Official Town Depositories.

Second: Doug De Rue

Vote: 4 Ayes. Carried

13. Approve: Authorization for Check Signing: Brad Cook made the motion to allow Ken Miller or James Welch to sign checks on behalf of the Town of Palmyra.

Second: Doug DeRue

Vote: 4 Ayes. Carried

14. Set Date for Audit of 2022 Town Financial Books: Jim Welch made the motion to have two board members visit each of the Town Court Justice Office, the Town Clerk's office, and the Supervisors office, and to be assigned at the next meeting.

Second: Brad Cook

Vote: 4 Ayes. Carried

15. Establish Rate for Mileage Re-imbusement: Brad Cook made the motion to approve the current mileage re-imbusement of \$.58.5 per mile. (As per IRS & Wayne County rate for 2022)

Second: Doug DeRue

Vote: 4 Ayes. Carried

Supervisor Miller will double check with the treasurer to see if there is any tax liability at that amount.

16. Appoint: Board Representative to Wayne County Cable TV Council: Jim Welch made the motion to appoint Ken Miller as representative to the Wayne County Cable TV Council.

Second: Brad Cook

Vote: 3 Ayes. Carried

17. Approve: Resolution #4-2022 Official Undertaking of Municipal Officers: Brad Cook made the motion to approve Resolution #4-2022 Official Undertaking of Municipal Officers, as written.

Second: Doug DeRue

Vote: 4 Ayes. Carried

RESOLUTION #4-2022
TOWN OF PALMYRA
OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, Kenneth F. Miller, of the Town of Palmyra, County of Wayne, New York, has been elected to the Office of Supervisor of the Town of Palmyra, and

WHEREAS, Petra I. Anderson, of the Town of Palmyra, County of Wayne, New York, has been appointed to the Office of Bookkeeper of the Town of Palmyra, and

WHEREAS, Irene E. Unterborn, of the Town of Palmyra, County of Wayne, New York, has been elected to the Office of Town Clerk of the Town of Palmyra, and

WHEREAS, Irene E. Unterborn, of the Town of Palmyra, County of Wayne, New York, has been appointed to the Office of Town Tax Collector of the Town of Palmyra, and

WHEREAS, Sherman Yates and Terry C. Rodman, of the Town of Palmyra, County of Wayne, New York, have been elected to the Office of Town Justice of the Town of Palmyra, and

WHEREAS, Patricia O. Peterson, of the Town of Palmyra, County of Wayne, New York, has been appointed to the Office of Court Clerk of the Town of Palmyra, and

WHEREAS, Gary A. Rose, of the Town of Palmyra, County of Wayne, New York, has been appointed as Animal Control Officer, Constable and Rabies Responder for the Town of Palmyra, and

WHEREAS, Michael E. Boesel, of the Town of Palmyra, County of Wayne, New York, has been elected to the Office of Superintendent of Highways of the Town of Palmyra, and

NOW, THEREFORE, we, as respective officers and appointees above, do hereby undertake with the Town of Palmyra that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer or appointee, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor; and

This undertaking of the Bookkeeper is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Bookkeeper; and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and

This undertaking of the Town Justices is further conditioned that they will well and truly keep, pay over and account for all moneys and property coming into their hands as such Town Justices; and

This undertaking of the Court Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Court Clerk; and

The Town does and shall maintain insurance coverage, presently with National Grange Insurance Company, (Policy # F01415412Y), in the sum of \$2,000,000.00 each for the Supervisor and Book Keeper, and \$1,000,000.00 for the Town Clerk, to indemnify against losses through the failure of the officers, clerks and employees covered there under faithfully to perform their duties or to account properly for all moneys or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered there under.

Dated: January 4, 2022

18. Vouchering of payroll for per diem and board employees: Discussion ensued regarding the vouchering of payroll for per diem (non-regularly scheduled employees) employees. It was decided that this will have to be a per case decision at the time of hire because of potential retirement.

19. Approve: Boiler System at Highway Barn: There was in depth discussion regarding the quoted prices brought to the board by Mike Boesel for a 500 BTU boiler and installation from 3 different companies. There were choices of boiler with installation, and also equipment from one with installation from another.

Jim Welch made the motion to approve the purchase of a 500BTU boiler for the Highway Barn, including installation, not to exceed \$69,785.00. This project will be paid for using CHIPS funding.

Second: Brad Cook

Vote: 4 Ayes. Carried

20. Review and Discuss the need for 2 board members on BOA, and 1 member of Zoning Board: Supervisor Miller discussed with the board once again the need for members of the Zoning and Board of Assessment Review. Mr. Miller will speak with assessor and code liaison Todd Pipitone to decide whether or not an ad and/or FB posting is the way to go about this. He will let the Town Clerk know whether or not to place the ads. They were reminded by the town clerk that this needs to be decided quickly as there is training involved for both boards.

21. Approve: New rates for service provided by Hancock Estabrook for Legal Counsel: Jim Welch made the motion to approve the new rates with Hancock Estabrook. The firm will now be charging the following hourly rates to the Town for our legal services on matter numbers 112704-04 (Bamburger) and 112704-05 (Willow Landing) effective January 1, 2022: \$250 partners/\$220 associates/\$135 paralegals.

Second: Doug DeRue Vote: 4 Ayes. Carried

22. Approve: Clearing House for Drug Testing: After discussion of whether or not the Town of Palmyra should join a Clearing House for Drug testing, Jim Welch made the motion to join the Clearing House, for an annual fee of \$99.00, at least for the time being.

Second: Doug DeRue Vote: 4 Ayes. Carried

INFORMATIONAL ITEMS

1. New List of Board Members and Meeting Dates (ATTACHMENT E)

These are all found in the www.palmyrany.com website.

2. KN-95 Medical Masks: To help combat the current surge of positive COVID cases, the county distributed masks to the Town Clerk Offices. We now have those KN-95 Masks available for the public to pick up in the Town Clerk's Office (though we are going thru them quickly). A notice was put on FB as well as on the Town Website to alert the public.

3. Association of Towns Training School and Annual Meeting: The Association of Towns Training School and Annual Meeting will be held at the New York Marriott Marquis, February 20-23, 2021. The clerk alerted the town board, that if we are sending someone to attend, we need to designate someone (from our town employees) to vote on our behalf.

Adjourn Meeting: At 7:40 PM, Brad Cook made the motion to adjourn the meeting.

Second: Jim Welch Vote: 4 Ayes. Carried

Respectfully submitted,

Irene Unterborn
Town Clerk

- ATTACHMENT A:** AGREEMENT TO SPEND HIGHWAY FUNDS
- ATTACHMENT B:** RESOLUTION #1-2022 ADOPT RULES OF PROCEDURE FOR 2022
- ATTACHMENT C:** RESOLUTION #2-2022 APPROVE PURCHASING POLICY AND PROCEDURES
- ATTACHMENT D:** RESOLUTION #3-2022 APPROVE INVESTMENT POLICY
- ATTACHMENT E:** LIST OF BOARD MEMBERS AND MEETINGS

REGULAR MEETING:
THURSDAY, JANUARY 27th, 2022, 7:00 P.M.
AT THE PALMYRA TOWN HALL