

**TOWN OF PALMYRA
ANNUAL ORGANIZATION MEETING
JANUARY 10, 2012**

The Organization Meeting, scheduled to be held on Tuesday, January 10, 2012, at the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, Wayne County, New York, 14522, was called to order at 7:30 p.m. by Town Supervisor Kenneth F. Miller.

CALL TO ORDER

The following legal notice had been posted and published, announcing the meeting, according to law:

LEGAL NOTICE

**TOWN OF PALMYRA ORGANIZATIONAL MEETING
FOR THE YEAR 2012**

NOTICE IS HEREBY GIVEN, that the organizational meeting of the Town Board of the Town of Palmyra will be held on Thursday, January 10, 2012, at 7:30 p.m. in the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York.

*Dated: November 22, 2011
Lyndall Ann P. Green
Palmyra Town Clerk*

**LEGAL NOTICE
ANNOUNCING
ORGANIZATION
MEETING**

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

**PLEDGE OF
ALLEGIANCE**

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

- Supervisor - Kenneth F. Miller
- Town Board Members - James Welch
- Todd J. Pipitone
- Michael Lambrix
- David Nussbaumer

ROLL CALL

Others present at this organizational meeting included:

Derrick Lich and his son Payton

ATTENDANCE

APPOINTMENTS AND SALARIES

<u>TITLE</u>	<u>NAME</u>	<u>SALARY</u>
Deputy Supervisor:	James T. Welch	NONE
Budget Officer:	Kenneth F. Miller	NONE
Town Historian:	Beth Hoad	\$1,250/yr
Town Constable:	Gary Rose	NONE
Zoning/Code Enforcement Officer & Building Inspector:	Dan Wooden	\$45,900/yr
Deputy Zoning/Code Enforcement Officer & Bldg Inspector:	Bob Grier	\$14,280/yr
Animal Control Officer & Rabies Responder:	Gary Rose	\$9,000/yr
Deputy Animal Control Officer:	Michelle Rose	NONE
Deputy Town Clerk:	Irene E. Unterborn	\$13.66/hr
Deputy Clerk:	Celeste Finewood	\$12.02/hr
Office Clerk:	Joan M. Shaffer	\$10.46/hr
Records Management Officer:	Lyndall Ann P. Green	NONE
Records Mgmt. Coordinator:	Celeste Finewood	NONE
Clerk to the Supervisor:	Petra Anderson	\$38,203/yr
Registrar (4 yrs—through 2012):	Lyndall Ann P. Green	Fee Reimburse
Deputy Registrar:	Irene E. Unterborn	Fee Reimburse
Deputy Highway Superintendent:	Michael Paul	\$22.64/hr
Bingo Inspector:	Elmer VerPlank	\$15.00/occasion
Health Officer (4 yrs—thru 2013):	John Wehrle, MD	Per Statute
Court Clerk:	Patricia Peterson	\$15.408/yr
Sole Assessor:	Elaine Herman	\$49,026/yr
Clerk to the Assessor:	Joan E. Gates	\$13.79/hr.

**APPOINTMENTS
AND SALARIES
FOR 2012**

Clerk to Highway Supt: Karen Yantz \$14.01/hr

Hourly rate for Town Highway Crew:

Deputy Superintendent \$22.64/hr

Equipment Operators \$21.36/hr

Mower Operator \$11.51/hr

Seasonal Help \$9.00/hr

MTN: APPROVE ALL APPOINTMENTS AND SALARIES FOR 2012

Motion to approve the above-named appointments and salaries for 2012, was made by Dave Nussbaumer.

Second: Mike Lambrix Vote: 5 Ayes. Carried.

MTN: APPOINT REP FOR THE EMERGENCY SERVICES ADVISORY COMMITTEE FOR 2012

Emergency Services Advisory Committee: Todd Pipitone made the motion to re-appoint John Rush as the 2012 representative for the Town of Palmyra to the Wayne County Emergency Services Advisory Committee.

Second: Dave Nussbaumer Vote: 5 Ayes. Carried.

MTN: ALL APPOINTMENTS & SALARIES RETROACTIVE TO 1/1/2012

Appointments and Salaries Retroactive to 1/1/2012: Councilman Mike Lambrix made the motion that all appointments and salaries mentioned above be retroactive to January 1, 2012.

Second: Jim Welch Vote: 5 Ayes. Carried.

OTHER ACTION ITEMS

- 1. **Petty Cash Funds:** Motion was made by Jim Welch to authorize petty cash funds and custodians for:

Petty Cash (\$100.00)
Town Clerk's Drawer (\$100.00)
Water/Sewer Collection (\$100.00)
Tax Collector - (\$100.00)

MTN: AUTHORIZE PETTY CASH FUNDS FOR TOWN OFFICES

Second: Dave Nussbaumer Vote: 5 Ayes. Carried.

Ken noted that the Code Enforcement Office's petty cash drawer has been removed. Payments are now being accepted at the Town Clerk's office.

- 2. **Mileage Reimbursement Rate:** Motion was made by Dave Nussbaumer to increase the rate for mileage reimbursement at \$.50 per mile for the calendar year 2012.

MTN: RATE FOR 2012 MILEAGE REIMBURSE AT \$.50 PER MILE

Second: Mike Lambrix Vote: 5 Ayes. Carried.

- 3. **Appoint Board Representative to Wayne County Cable TV Council:** Motion was made by Todd Pipitone to appoint Ken Miller as Board Representative to the Wayne County Cable TV Council for 2012.

Second: Dave Nussbaumer Vote: 5 Ayes. Carried.

Ken said this year, he is on the Negotiations Committee, and they are now negotiating a 10-year contract with Time Warner.

MTN: APPOINT REPRESENTATIVE TO WAYNE COUNTY CABLE TV COUNCIL

- 4. **Designate Official Newspaper:** Motion was made by Todd Pipitone to designate *The Times of Wayne County* as the Town’s official newspaper for the calendar year 2012.

Second: Dave Nussbaumer Vote: 5 Ayes. Carried.

MTN: NAME OFFICIAL TOWN NEWSPAPER FOR 2012

- 5. **Designate Official Board Meeting Nights:** Motion was made by Mike Lambrix to designate the following dates as meeting nights for the Palmyra Town Board for 2012:

- 2nd Tuesday of the month at 7:30 p.m. – Workshop and/or business meeting as needed
- 4th Thursday of the month at 7 p.m. – Regular business meeting with the following exceptions:

- Regular business meetings in April & October—East Palmyra
- January 2012 meetings will be the 10th and the 26th
- November 2012 meeting dates will be the 8th and the 26th
- December 2012 meeting dates will be the 11th and the 27th

MTN: 2012 DATES FOR MEETING NIGHTS OF TOWN BOARD

Second: Dave Nussbaumer Vote: 5 Ayes. Carried.

- 6. **Official Town Depositories:** Motion by Todd Pipitone to designate the following as Official Town Depositories:

HSBC Bank	Bank of America
JP Morgan/Chase Bank	Key Bank
M & T Trust Company	Chemical Bank
Community Bank, N.A.	Charter One Bank
Citizens Bank	

MTN: DESIGNATE OFFICIAL TOWN DEPOSITORIES

Second: Dave Nussbaumer Vote: 5 Ayes. Carried.

- 7. **Authorize Pre-payment of Specific Items:** Motion was made by Dave Nussbaumer to authorize the following Items to be paid prior to Board meeting monthly audit: Utilities, Hospitalization, Payrolls, Postage, Disability Insurance, Social Security and Retirement.

MTN: AUTHORIZE
PAYMENT PRIOR
TO AUDIT

Second: Mike Lambrix

Vote: 5 Ayes. Carried.

- 8. **Approve "Agreement to Spend Town Highway Funds":** Motion was made by Jim Welch to approve the *Agreement to Spend Town Highway Funds* "pursuant to the provisions of Section 284 of the Highway Law,...moneys levied and collected for the repair and improvement of highways...."

MTN: APPROVE
AGREEMENT TO
SPEND TOWN
HWY FUNDS

Second: Mike Lambrix

Vote: 5 Ayes. Carried.

ATTACHMENT A

The Supervisor and Board members signed the agreement. It is included with these minutes as Attachment A.

- 9. **Resolution #1-2012--Adopt Rules of Procedure:** Town Board members received copies of the following resolution for the Rules of Procedure for Town Board meetings during 2012:

RESOLUTION FOR 2012

***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:*

RESOLUTION
#1-2012: ADOPT
RULES OF
PROCEDURE FOR
2012

**2012 RULES OF PROCEDURE
TOWN OF PALMYRA**

- 1. ***Organization Meeting***

The organization meeting of the Board shall be held 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 Tuesday of each month, at 7:30 p.m., shall be designated as a workshop and/or business meeting of the Board, as needed. The 4th Thursday of each month at 7:00 p.m., shall be designated as the regular business meeting of the Board, at Town Hall, with the following exceptions:

January 2012 meetings will be January 10th and 26th.

Regular business meetings in April & October to be held in East Palmyra

November 2012 meetings will be scheduled for the 8th and the 20th

December 2012 meetings will be the 11th and the 27th

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 Large Meeting Room at Town Hall 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.

**RESOLUTION:
ADOPT RULES
OF
PROCEDURE
FOR 2012**

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 7:00 p.m. on Thursdays, 7:30 p.m. on Tuesdays, 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

Public Participation - The meeting shall be open to hear from members of the Public who have applied to the Town Clerk to speak, 24 hours prior to the start of the meeting, and be on the agenda. They must have a specified topic and indicate the length of time. They should be cautioned not to be repetitive.

The meeting shall be called to order at the appointed time.

The next order of business shall be the Pledge of Allegiance, which shall be led by the Supervisor or designated Town Board member.

The roll will then be called.

Next is approval of minutes of previous meeting.

For organization meetings, the Supervisor shall make his committee appointments, and other appointments as designated by statute.

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.

The various committees shall then render their reports. Heads of Departments will render their reports, as approved by the Committees.

Next are agenda Items by Order of the Board.

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.

**RESOLUTION:
ADOPT RULES
OF
PROCEDURE
FOR 2012**

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.

The abstracts will be approved, and the expenditures and claims therein shall be authorized.

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 two (2) 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.

**RESOLUTION:
ADOPT RULES
OF
PROCEDURE
FOR 2012**

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.*
- 8) *Abstentions: If a Board member chooses to abstain from voting, the reason for the abstention should be stated and so noted in the minutes.*

**RESOLUTION:
ADOPT RULES
OF
PROCEDURE
FOR 2012**

9. 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. The motion for executive session shall state the reason for the Executive Session, such as pending litigation or personnel issues. 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. The Supervisor declares the Board out of Executive Session, and the time is duly noted for the record.

10. 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.

11. Minutes

The minutes of the Town Board shall be maintained and a draft copy made available to the Board members not later than two (2) weeks after the meeting. Upon approval by the Board at a subsequent Board meeting, the draft copy becomes the official, approved copy for publication and the web site.

12. 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 are requested to sign their name legibly on a list provided and shall, opposite their name, set forth their address.

**RESOLUTION:
ADOPT RULES
OF
PROCEDURE
FOR 2012**

13. 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.

14. 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. 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 10, 2012

**MTN: ADOPT
RULES OF
PROCEDURE
FOR 2012**

Todd Pipitone made the motion to adopt the Rules of Procedure for 2012.

Second: Dave Nussbaumer Vote: 5 Ayes. Carried.

- 10. **Resolution #2-2012: Adopt Purchasing Policy and Procedures:** The following Purchasing Policy and Procedures were given to Board members for 2012:

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

1/1/2012

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."

**RESOLUTION:
ADOPT
PURCHASING
POLICY AND
PROCEDURES
FOR 2012**

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.

Purchases Exempt From Prior Town Board Approval:

Purchases less than \$200 in value provided the purchase amount to be expended is included in the current year's budget

Items Exempt From Purchase Order Request Form:

Food for workers during emergencies

METHOD OF COMPETITION FOR NON-BID PROCUREMENTS

Purchase Contracts Below \$20,000	VERBAL QUOTES		WRITTEN QUOTES	
	1	2	2	3
\$200 - \$ 2,999	X			
\$3,000 - \$ 4,999		X		
\$5,000 - \$ 9,999			X	
\$10,000 - \$20,000				X

Contracts for Public Works Below \$35,000	VERBAL QUOTES		WRITTEN QUOTES	
	1	2	2	3
Under - \$3,000	X			
\$3,000 - \$9,999		X		
\$10,000 - \$19,999			X	
\$20,000 - \$34,999				X

Other Purchases:

Insurance - quoted every three (3) years
Emergencies - Board Approval
Professional Svcs. - Board Approval
Sole Source - Board Approval

All personal credit card purchases must be pre-approved by the Town Supervisor or Deputy Town Supervisor.

**RESOLUTION:
ADOPT
PURCHASING
POLICY AND
PROCEDURES
FOR 2012**

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.

Councilman Dave Nussbaumer made the motion to approve the Purchasing Policy and Procedures for 2012.

**MTN: ADOPT
PURCHASING
POLICY AND
PROCEDURES
FOR 2012**

Second: Mike Lambrix Vote: 5 Ayes. Carried.

Supervisor Ken Miller asked that all Town employees receive a copy of this Purchasing Policy and Procedures, and will have Petra Anderson include a copy in each employee's paycheck.

- 11. **Resolution #3-2012—Adopt 2012 Investment Policy:**
The following Investment Policy for 2012 was presented to the Town Board for their approval:

INVESTMENT POLICY FOR
TOWN OF PALMYRA
JANUARY 2012

**RESOLUTION:
ADOPT
INVESTMENT
POLICY FOR
2012**

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.

**RESOLUTION:
ADOPT
INVESTMENT
POLICY FOR
2012**

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	"	"
Chemical Bank	"	"
Community Bank, N.A.	"	"
Charter One Bank	"	"
Citizens 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.*

**RESOLUTION:
ADOPT
INVESTMENT
POLICY FOR
2012**

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 agreed-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.*

**RESOLUTION:
ADOPT
INVESTMENT
POLICY FOR
2012**

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

**RESOLUTION:
ADOPT
INVESTMENT
POLICY FOR
2012**

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.*

**RESOLUTION:
ADOPT
INVESTMENT
POLICY FOR
2012**

APPENDIX A

SCHEDULE OF ELIGIBLE SECURITIES

- _____ (i) *Obligations issued 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."*

**RESOLUTION:
ADOPT
INVESTMENT
POLICY FOR
2012**

Duly moved and carried by the Town Board of the Town of Palmyra on January 10, 2012

*Lyndall Ann P. Green
Palmyra Town Clerk*

**MTN: APPROVE
INVESTMENT
POLICY FOR
2012**

Councilman Dave Nussbaumer made the motion to approve the Investment Policy for 2012.

Second: Mike Lambrix

Vote: 5 Ayes. Carried.

dependents when a Town employee wishes to include them on Town's health benefit coverage. Jim Welch made the motion to approve the following resolution:

Second: Dave Nussbaumer Vote: 5 Ayes. Carried.

**MTN: APPROVE
AUTHORIZATION
TO ESTABLISH
POLICY
REGARDING
CERTIFICATION OF
DEPENDENTS FOR
HEALTH BENEFIT
COVERAGE**

RESOLUTION

**AUTHORIZATION TO ESTABLISH POLICY
REGARDING THE CERTIFICATION OF DEPENDENTS
FOR HEALTH BENEFIT COVERAGE**

WHEREAS, the Town of Palmyra ("the Town") has been audited by the New York State Comptroller's Office; and

WHEREAS, the Town enrolls eligible employees and their dependents in health care coverage provided by the Town; and

WHEREAS, the Town's Health Care Plan defines who is an eligible dependent for health benefit coverage; and

WHEREAS, the Comptroller's audit has concluded that current procedure used by the Town to enroll dependents is inadequate and requires the Town to take corrective action (Corrective Action Plan); and

WHEREAS, the Supervisor has proposed that the following policy become effective upon adoption by the Town Board, enrollments or qualifying events as defined by the Town's Health Care Plan; as follows:

**RESOLUTION:
AUTHORIZATION
TO ESTABLISH
POLICY
REGARDING THE
CERTIFICATION OF
DEPENDENTS FOR
HEALTH BENEFIT
COVERAGE**

POLICY REGARDING DEPENDENT ELIGIBILITY

Certification:

All Town of Palmyra eligible employees (active employees, eligible retired employees, or any other in a class eligible for coverage) who seek health care coverage for one or more dependents must provide documentation to prove each dependent's status and relationship to the employee, in accordance with the terms of the Town's Health Care Plan. This documented proof of dependency must be provided at the initial enrollment, annual open-enrollment, or at any time a "qualifying event" is used as the basis for enrollment. If required documentation is not provided, the requested dependent will not be enrolled.

Acceptable documentation:

Spouse: *documentation proving a legal marital relationship*

Child: *"Child" shall include biological child, step-child, adopted child, or child placed with a covered employee in anticipation of adoption, or other child who lives with the Employee, may be dependents provided he or she meets all of the requirements stated in the plan document.*

**RESOLUTION:
AUTHORIZATION
TO ESTABLISH
POLICY
REGARDING THE
CERTIFICATION OF
DEPENDENTS FOR
HEALTH BENEFIT
COVERAGE**

For children under age 26, financial dependence on the employee is not required if the child is a biological, step, foster, or adopted child. In these instances, the employee must provide a copy of the birth certificate supporting the relationship.

If the child is not one of the above, for example a grandchild of the employee whom the employee supports, the employee must provide that portion of the employee's most recent Federal tax return, (first half of the first page, that lists the employee's dependents--financial information can be blacked out.)

If required documentation is not provided, the individual will not be enrolled as a dependent or will be removed from medical benefit coverage.

NOW, THEREFORE, BE IT RESOLVED, that the Supervisor is hereby authorized to implement this new policy and procedure effective immediately.

BY ORDER OF THE TOWN BOARD

Dated: January 10, 2012

INFORMATIONAL ITEMS

**NY STATE
ASSOCIATION OF
TOWNS UPCOMING
ANNUAL MEETING
ANNOUNCEMENT**

1. **Association of Towns of the State of New York Annual Meeting:** The AOTSNY provided information about the 2012 Training School and Annual Meeting in New York City on February 19-22, 2012. Each Board member was told information about the Training Session for Town Officials.

**PUBLIC OFFICIALS
CONFERENCE ON
RESPONSIBILITIES
DURING
EMERGENCY OR
DISASTER**

2. **Public Officials' Conference in Wayne County:** Notice was received of a Public Officials Conference called "Responsibilities of Town and Village Officials During a Large Emergency or Disaster" on Thursday, January 26, 2012. It is hosted by the Wayne County Emergency Management Office in Lyons. Those wishing to attend should contact Ken Miller.

**MTN: ADJOURN
MEETING**

3. **Adjourn Meeting:** At 8:36 p.m., Mike Lambrix made the motion to adjourn the Organization Meeting.

Second: Dave Nussbaumer

Vote: 4 Ayes. Carried.

Respectfully submitted,

Lyndall Ann P. Green
Palmyra Town Clerk

**ATTACHMENT A: AGREEMENT TO SPEND TOWN HIGHWAY FUNDS
(BETWEEN TOWN OF PALMYRA AND COUNTY OF WAYNE)**

RESOLUTIONS:

1-2012 – ADOPT RULES OF PROCEDURE

2-2012 – ADOPT PURCHASING POLICY AND PROCEDURES

3-2012 – ADOPT INVESTMENT POLICY

4-2012 – PART-TIME EMPLOYEE HOURS

**5-2012 – AUTHORIZATION TO ESTABLISH POLICY REGARDING
CERTIFICATION OF DEPENDENTS FOR HEALTH BENEFIT
COVERAGE**

**NEXT REGULAR MEETING:
THURSDAY, JANUARY 26, 2012, 7:00 P.M.
AT THE PALMYRA TOWN HALL**