

**TOWN OF PALMYRA
ANNUAL ORGANIZATIONAL MEETING
JANUARY 6, 2015**

At 7:30 p.m., Supervisor Kenneth Miller called to order the Organizational Meeting, scheduled for Tuesday, January 6, 2015, at the Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra, New York.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Upon roll call, the following Board members were present:

ROLL CALL

- Kenneth Miller, Supervisor
- James Welch, Deputy Supervisor
- Michael Lambrix, Councilman
- David Nussbaumer, Councilman
- Todd J. Pipitone, Councilman

Motion was made by David Nussbaumer to approve the minutes of the Town Board meeting on December 30, 2014.

**MTN:
APPROVE PREVIOUS TOWN BOARD MINUTES**

Second: Mike Lambrix

Vote: 4 Ayes. Carried

There were no others present at this organizational meeting.

ATTENDANCE

COMMUNICATIONS

COMMUNICATIONS

There were no official communications.

SUPERVISOR APPOINTMENTS

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

SUPERVISOR APPOINTMENTS

- Deputy Supervisor - James T. Welch
- Clerk to Supervisor - Petra Anderson

**TOWN BOARD
LIASON
APPOINTMENTS**

TOWN BOARD LIASON APPOINTMENTS

Supervisor Miller announced his appointments for 2015, making no changes from 2014.

- Councilman James Welch – Highway Department, Equipment and Facilities
- Councilman Todd Pipitone – Grounds, IT, and Strategic Plans
- Councilman David Nussbaumer – Assessor, Youth & Aging, Code Enforcement, and Fire Protection Contracts.
- Councilman Michael Lambrix - Town Clerk, Archives, and Justices
- Supervisor Ken Miller – Animal Control, Historian, and Finance

OTHER ACTION ITEMS:

**STAFF
APPOINTMENTS**

<u>TITLE</u>	<u>NAME</u>
Deputy Supervisor:	James Welch
Budget Officer:	Kenneth F. Miller
Town Historian:	Beth Hoad
Town Constable:	Gary Rose
Zoning Enforcement Officer & Building Inspector:	Dan Wooden
Deputy Zoning Enforcement Officer & Building Inspector:	Robert Grier
Clerk to Code Enforcement Officer	Vacant
Animal Control Officer & Rabies Responder:	Gary Rose
Deputy Animal Control Officer:	Michelle Rose
Deputy Town Clerk:	Heidi V. Jarvis
Deputy Clerk part-time:	Celeste Finewood
Office Clerk per diem	Joan M. Shaffer
Records Management Officer:	Irene E. Unterborn
Records Management Coordinator:	Celeste Finewood

**MTN:
DESIGNATE BRD.
MEETING
NIGHTS**

5. Designate Official Board Meeting Nights: Mike Lambrix made the motion to designate the following dates as meeting nights for the Palmyra Town Board for 2015:

- 2nd Tuesday of month, at 7:30 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 2015 meetings will be the 5th and the 24th
 - December 2015 meetings will be the 8th and the 22nd

Second: Jim Welch

Vote: 4 Ayes. Carried

**MTN:
DESIGNATE
DEPOSITORIES**

6. Designate Official Depositories: Todd Pipitone made the motion to designate First Niagara Bank, NA and Community Bank, NA as Official Town Depositories.

Second: Dave Nussbaumer

Vote: 4 Ayes. Carried

**MTN: APPROVE
PE-PAYMENT OF
SPEC. ITEMS**

7. Pre-payment of Specific Items: Mike Lambrix made the motion to authorize the following items to be paid prior to the monthly board meetings: Utilities, Hospitalization, Payrolls, Postage, Disability Insurance, Social Security, and Retirement.

Second: Dave Nussbaumer

Vote: 4 Ayes. Carried

**MTN: APPROVE
SPENDING OF
HWY. FUNDS**

8. Agreement to Spend Town Highway Funds-2015: Dave Nussbaumer made the motion to approve the *Agreement to Spend Highway Funds* “pursuant to the provisions of section 284 of the Highway Law,...monies levied and collected for the repair and improvement of highways...” The sum totaling \$528,409.00 may be expended for general repairs upon 49 miles of town highway.

Second: Mike Lambrix

Vote: 4 Ayes. Carried

ATTACHMENT A

This agreement will be **ATTACHMENT A.**

9. Group Three Resolutions in one Motion: Supervisor Miller requested the following three resolutions together in one motion:

Resolution #1-2015: Adopt Rules of Procedure for 2015

Resolution #2-2015: Approve Purchasing Policy and Procedures

Resolution #3-2015: Approve Investment Policy

**MTN: APPROVE
RULES OF
PROCEDURE,
PURCHASING
POLICY AND
INVESTMENT PLYCY
IN ONE MOTION**

Todd Pipitone made the motion to approve all three of these resolutions for 2015.

Second: Jim Welch

Vote: 4 Ayes. Carried

Resolutions #1, #2, & #3-2015, will be **ATTACHMENTS B, C, & D.**

**ATTACHMENTS
B, C, & D**

10. Approve: Town Holidays 2015:

1. New Year’s Day – January 1st
2. President’s Day – February 16th
3. Memorial Day – May 25th
4. Independence Day – July 3rd
5. Labor Day – September 7th
6. Columbus Day – October 12th
7. Veteran’s Day – November 11th
8. Thanksgiving Day – November 26th
9. Day After Thanksgiving – November 27th
10. Christmas Day – December 25th

**MTN: APPROVE
TOWN HOLIDAYS**

Dave Nussbaumer made the motion to approve the above holidays for Town Employees for 2015, retroactive to January 1, 2015.

Second: Mike Lambrix

Vote: 4 Ayes. Carried

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

**MTN: APPROVE
AUTH. FOR CHECK
SIGNING**

Second: Dave Nussbaumer

Vote: 4 Ayes. Carried

**MTN: SET DATE
FOR AUDITS**

12. Set Date for Audit of 2014 Town Financial Books: Todd Pipitone 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, to prepare and use the audit checklists by January 22, 2015. The board members that audit the offices would then present their findings at the February 26, 2015 meeting.

Second: Jim Welch

Vote: 4 Ayes. Carried

**MTN: ESTABLISH
RATE FOR
MILEAGE RE-
IMBURSEMENT**

13. Establish Rate for Mileage Re-imburement: Dave Nussbaumer made the motion to increase the mileage re-imburement from \$.50 per mile, to \$.55 per mile.

Second: Todd Pipitone

Vote: 4 Ayes. Carried

**MTN: APPOINT
BRD. REP. TO
CABLE COUNCIL**

14. Appoint: Board Representative to Wayne County Cable TV Council: Todd Pipitone made the motion to appoint Ken Miller as representative to the Wayne County Cable TV Council.

Second: Dave Nussbaumer

Vote: 4 Ayes. Carried

**MTN: APPROVE
PURCHASE OF
LAPTOP
COMPUTER FOR
TOWN COURT**

15. Approve: Purchase of Laptop Computer for Town Court: After discussion of the brand and details of the computer, Todd Pipitone made the motion to approve the purchase of an Inspiron 15-3000, 64 BIT laptop for the Town Court, not to exceed \$1225.95 including shipping and set – up.

Second: Jim Welch

Vote: 4 Ayes. Carried

**MTN: ENTER
EXEC. SESSION**

16. Enter Executive Session: At 7:42 PM, Mike Lambrix made the motion to enter into executive session to discuss matters of personnel.

Second: Todd Pipitone

Vote: 3 Ayes. Carried

Dave Nussbaumer - Nay

**MTN: RETURN
FROM EXEC.
SESSION**

17. Exit Executive Session: At 8:17 PM, Dave Nussbaumer made the motion to exit executive session.

Second: Jim Welch

Vote: 4 Ayes. Carried

INFORMATIONAL ITEMS

A current list of Board Members for 2015, as well as Meeting Dates, was provided to the Town Board Members. **(ATTACHMENT E)**

**CURRENT BRD.
LIST
ATTACHMENT E**

18. Adjourn Meeting: At 8:18 PM, Todd Pipitone made the motion to adjourn the meeting.

Second: Jim Welch

Vote: 4 Ayes. Carried

**MTN:
ADJOURN
MEETING**

Respectfully submitted,

Irene Unterborn
Town Clerk

ATTACHMENT A: AGREEMENT TO SPEND HIGHWAY FUNDS

ATTACHMENT B: RESOLUTION #1-2015 ADOPT RULES OF
PROCEDURE FOR 2015

ATTACHMENT C: RESOLUTION #2-2015 APPROVE PURCHASING
POLICY AND PROCEDURES

ATTACHMENT D: RESOLUTION #3-2015 APPROVE INVESTMENT
POLICY

ATTACHMENT E: LIST OF BOARD MEMBERS AND MEETINGS

NEXT MEETING
Thursday JANUARY 22, 2014
7:00 PM
PALMYRA TOWN HALL