TOWN OF PALMYRA ANNUAL ORGANIZATION MEETING JANUARY 8, 2013

The Organization Meeting, scheduled to be held on Tuesday, January 8, 2013, 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 2013

NOTICE IS HEREBY GIVEN, that the organizational meeting of the Town Board of the Town of Palmyra will be held on Tuesday, January 8, 2013, at 7:30 p.m. in the Palmyra Town Hall, 1180 Canandaigua Road, Palmyra, New York. Dated: December 27, 2012 Lyndall Ann P. Green Palmyra Town Clerk

LEGAL NOTICE ANNOUNCING ORGANIZATION MEETING

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

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

Supervisor - Kenneth F. Miller	
Town Board Members - James Welch	
- Todd J. Pipitone	ROLL CALL
- Michael Lambrix	
Councilman David Nussbaumer was absent.	

There were no others present at this organizational meeting. **ATTENDANCE**

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

Deputy Supervisor	-	James T. Welch	APPOINTMENTS
Clerk to the Supervisor		Petra Anderson	MADE BY
		I CUU ANUCISON	SUPERVISOR

<u>Committee Appointments –</u>

APPOINTMENTS	•	Highway Committee Chairman	James Welch
MADE BY	•	Economic Development, Appeals, and Town	
SUPERVISOR		Clerk's Office Committee Chairman	Todd Pipitone
	•	Zoning and Assessor's Office Committee	
		Chairman	David Nussbaumer
	•	Operations & Planning Chairman	Michael Lambrix

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	\$46,818/yr
	Deputy Zoning/Code Enforcement & Bldg Inspector:	Officer Bob Grier	\$14,566/yr
S	Animal Control Officer & Rabies Responder:	Gary Rose	\$9,000/yr
5	Deputy Animal Control Officer:	Michelle Rose	NONE
	Deputy Town Clerk:	Irene E. Unterborn	\$13.93/hr
	Deputy Clerk:	Celeste Finewood	\$12.26/hr
	Office Clerk:	Joan M. Shaffer	\$10.46/hr
	Records Management Officer:	Lyndall Ann P. Gree	n NONE
	Records Mgmt. Coordinator:	Celeste Finewood	NONE
	Clerk to the Supervisor:	Petra Anderson	\$38,967/yr
	Registrar (4 yrs—through 2016):	Lyndall Ann P. Greer	n Fee Reimburse
	Deputy Registrar:	Irene E. Unterborn	Fee Reimburse
	Deputy Highway Superintendent:	Michael Paul	\$23.09/hr

APPOINTMENTS AND SALARIES

Bingo Inspector:	Elmer VerPlank	\$15.00/occasion	
Health Officer (4 yrs-thru 2013):	John Wehrle, MD	Per Statute	
Court Clerk:	Patricia Peterson	\$15,716/yr	
Sole Assessor:	Elaine Herman	\$50,006/yr	APPOINTMENTS AND SALARIES
Clerk to the Assessor:	Joan E. Gates	\$14.07/hr.	
Clerk to Highway Supt:	Karen Yantz	\$14.29/hr	
Hourly rate for Town Highway Crev Deput Equip Equip			
Mowe	ment Operator (new hire r Operator nal Help	e) \$17.09/hr \$10.51/hr \$9.00/hr	MTN: APPROVE ALL APPOINTMENTS
Motion to approve the above-	named appointments	and salaries for	AND SALARIES

2013, and that all appointments and salaries are retroactive to January 1, 2013, was made by Jim Welch.

FOR 2013— **RETROACTIVE TO** January 1, 2013

Second: Todd Pipitone

Vote: 3 Ayes. Carried.

OTHER ACTION ITEMS

1. Petty Cash Funds: Motion was made by Todd Pipitone to authorize petty cash funds and custodians for:

Petty Cash (\$100.00) Town Clerk's Drawer (\$100.00) MTN: AUTHORIZE Water/Sewer Collection (\$100.00) PETTY CASH Tax Collector - (\$100.00) **FUNDS FOR TOWN** OFFICES Second: Jim Welch Vote: 3 Ayes. Carried. Ken made the request that all Petty Cash Funds should be REQUEST TO reconciled by February 1, 2013, and that a statement should be HAVE ALL PETTY **CASH FUNDS** provided to that effect. **RECONCILED BY FEBRUARY 1, 2013** 2. Establish Rate for Mileage: Motion was made by Todd Pipitone

<u> </u>	Establish Rate for fineager housin was	made by roud ripicone	
	to set the rate for mileage reimbursement	at \$.50 per mile for the	MTN: RATE FOR
	calendar year 2013.		2012 MILEAGE REIMBURSE
	Second: Jim Welch	Vote: 3 Ayes. Carried.	AT \$.50 PER MILE

 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 2013.

Second: Jim Welch

Vote: 3 Ayes. Carried.

Ken said this year the Negotiations Committee is "very close to finishing the franchise agreement" for 10 years with Time Warner.

4. **Designate Official Newspaper:** Motion was made by Jim Welch to designate *The Times of Wayne County* as the Town's official newspaper for the calendar year 2013.

Second: Todd Pipitone Vote: 3 Ayes. Carried.

- 5. **Designate Official Board Meeting Nights:** Motion was made by Todd Pipitone to designate the following dates as meeting nights for the Palmyra Town Board for 2013:
 - 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:

MTN: 2013 DATES FOR MEETING NIGHTS OF TOWN BOARD

MEETINGS

MTN: APPOINT

MTN: NAME

2013

OFFICIAL TOWN NEWSPAPER FOR

REPRESENTATIVE TO WAYNE COUNTY

CABLE TV COUNCIL

- --Regular business meetings in April & October—at East Palmyra Fire Hall
 --November 2013 meeting dates will be the 7th and the 26th
 --December 2013 meeting dates will be the 10th and the 26th
- Second: Jim Welch Vote: 3 Ayes. Carried.
- 6. <u>Official Town Depositories:</u> Motion by Todd Pipitone to designate the following as Official Town Depositories:

MTN: DESIGNATE OFFICIAL TOWN DEPOSITORIES	First Niagara Bank, N.A.	Community Bank, N.A.
	Second: Jim Welch	Vote: 3 Ayes. Carried.

 MTN: AUTHORIZE PRE-PAYMENT OF SPECIFIC ITEMS BEFORE MONTHLY TOWN BOARD
 7. Pre-payment of Specific Items: Motion was made by Todd Pipitone to authorize the following Items to be paid prior to monthly Board meeting audit: Utilities, Hospitalization, Payrolls, Postage, Disability Insurance, Social Security and Retirement.

Second: Jim Welch

Vote: 3 Ayes. Carried.

8.	Approve "Agreement to Spend Town Highway Funds": Motion was made by Jim Welch to approve the <i>Agreement to</i> <i>Spend Town Highway Funds</i> "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 HIGHWAY
	Second: Todd Pipitone Vote: 4 Ayes. Carried.	FUNDS" FOR 2013
	The Supervisor and Board members signed the agreement. It is included with these minutes as Attachment A.	ATTACHMENT A
9.	Group Three Resolutions Into One Motion: Supervisor Ken Miller requested grouping the following three resolutions together in one motion: Resolution #1-2013Adopt Rules of Procedure	MTN: GROUP THREE RESOLUTIONS INTO ONE MOTION:
	Resolution #2-2013–Adopt Rules of Procedure <u>Procedures</u> <u>Resolution #3-2013–Approve Investment Policy</u>	RESOLUTION #1-2013: ADOPT RULES OF
	Councilman Todd Pipitone made the motion to approve all three of these resolutions for 2013.	PROCEDURE IS ATTACHMENT B
	Second: Jim Welch Vote: 3 Ayes. Carried.	RESOLUTION #2-2013:
	Resolution #1-2013 is included with these minutes as Attachment B. Resolution #2-2013 is included with these minutes as	APPROVE PURCHASING POLICY AND PROCEDURES IS ATTACHMENT C
	Attachment C. Resolution #3-2013 is included with these minutes as Attachment D.	RESOLUTION #3-2013: APPROVE INVESTMENT
10.	Town Holidays for 2013: Motion to approve the following holidays for Town employees for 2013, retroactive to January 1, 2013, was made by Jim Welch:	POLICY IS ATTACHMENT D
	New Year's Day 2013Tuesday, January 1stPresidents DayMonday, February 18thMemorial DayMonday, May 27thIndependence DayThursday, July 4thLabor DayMonday, September 2ndColumbus DayMonday, October 14thVeterans DayMonday, November 11thThanksgiving DayThursday, November 28thDay after ThanksgivingFriday, November 29thChristmas DayWednesday, December 25th	MTN: APPROVE TOWN HOLIDAYS FOR 2013

Vote: 3 Ayes. Carried.

Second : Todd Pipitone

11. **Authorized Signatures for Check Signing:** Motion was made by Todd Pipitone to authorize the following people to sign checks for the Town of Palmyra:

Kenneth F. Miller – OR – James T. Welch

Second: Jim Welch

Vote: 3 Ayes. Carried.

12. **Audit of 2012 Town Financial Books:** Motion was made by Todd Pipitone to set March 28, 2013 as the date for the Town Board to audit the 2012 financial books of the Town Court Justices, the Town Clerk, and the Supervisor.

Second: Jim Welch Vot

Vote: 3 Ayes. Carried.

MTN: GROUP THREE RE-APPOINTMENTS INTO ONE MOTION

MTN: AUTHORIZE

SIGNATURES FOR CHECK SIGNING

MTN: SCHEDULE

3/28/2013 MEETING

OF TOWN BOARD

FOR ANNUAL AUDIT OF 2012 FINANCIAL BOOKS

MTN: RE-APPOINT DONALD j SEIER TO **ANOTHER 5-YEAR** TERM ON TOWN ZONING BOARD OF APPEALS & **RE-APPOINT** NELSON CLAEYSON TO ANOTHER 5-YEAR TERM ON TOWN PLANNING BOARD & **RE-APPOINT** NELSON CLAEYSON TO ANOTHER 5-YEAR TERM ON PALMYRA BOARD OF ASSESSMENT REVIEW

13. **Group Three Re-Appointments Into One Motion:** Supervisor Ken Miller requested the following three Board re-appointments together in one motion:

Todd Pipitone made the motion to approve grouping all three of the following re-appointments into one:

Second: Jim Welch Vote: 3 Ayes. Carried.

Town Zoning Board of Appeals Re-Appointment: Donald J. Seier has agreed to serve another five-year term on the Town Zoning Board, with his term ending on December 31, 2017.

Town Planning Board Re-appointment: Nelson Claeyson has agreed to serve another five-year term on the Town Planning Board, with his term ending on December 31, 2017.

PalmyraBoardofAssessmentReviewRe-appointment:NelsonClaeysonhasagreedtoserveanother five-year term on the PalmyraBoard of AssessmentReview, with his term endingDecember 31, 2017.

Todd Pipitone made the motion to approve all three of these re-appointments.

Second: Jim Welch

Vote: 3 Ayes. Carried.

14. NYMIR Law Enforcement Liability Insurance: The Town received a letter from Eastern Shore Associates Insurance highly recommending that the Town accept coverage of the Law Enforcement Liability Insurance for the NYMIR Constable/ Animal Control Officer, who is "authorized to carry a firearm. If he is carrying a firearm then it's our recommendation that the law enforcement liability insurance be purchased."

> "This policy will cover law enforcement officers against claims resulting from alleged bodily injury or personal injury including false arrest, false imprisonment, libel, slander, defamation of character, and assault and battery in the course of an arrest. This coverage is necessary if you have a Police Department or armed officials such as Constables, Justices, or Animal Control Officers."

The cost of the premium, additional premium on public ENFORCEMENT officials, and the additional capitalization is \$1130 annually, LIABILITY for five years. Todd Pipitone made the motion to approve INSURANCE AT coverage of this specialized insurance at \$1,130 annually for \$1130/YEAR FOR five years. This item had not been budgeted for 2013.

MTN: APPROVE COVERAGE OF NYMIR LAW FIVE YEARS

Second: Jim Welch

Vote: 3 Ayes. Carried.

15. Pre-Approve Wayne County Town Clerks Meetings **Attendance:** It was requested that pre-approval for attendance at the Wayne County Town Clerks and Deputies Association meetings for each ensuing year be approved at the annual organizational meeting. Todd Pipitone made the motion to approve attendance at the 2013 Wayne County Town Clerks and Deputies Association meetings, including 2013 MEETINGS fees and mileage reimbursement. In addition, Todd said this ATTENDANCE motion would include the \$30 registration fee for 2013.

MTN: PRE-APPROVE WAYNE **CO. TOWN CLERKS** PLUS REIMBURSE **& ANNUAL FEE FOR 2013 DUES**

LEVY LIMIT

Second: Jim Welch

Vote: 3 Ayes. Carried.

16. Resolution #4-2013: Proposed Local Law No. 1 of the Year 2013: Since it is the intention to propose a Local Law MTN: SET HEARING annually to override the tax cap for the subsequent year's DATE FOR 1/24/2013 Town budget, Ken Miller suggested scheduling the hearing at FOR the annual Organizational Meeting. Todd Pipitone made the **RESOLUTION: #4**motion to set the public hearing for Local Law No. 1 of the 2013-PROPOSED Year 2013-A Local Law to Override the Tax Levy Limit LOCAL LAW NO. 1 OF THE YEAR 2013 Established in General Municipal Law 3-c—for Thursday, A LOCAL LAW TO January 24, 2013, at 7:00 p.m. at the Palmyra Town Hall. OVERRIDE THE TAX

Second: Jim Welch

Vote: 3 Ayes. Carried.

17. **Group Two Appointments Into One Motion:** Supervisor Ken Miller requested the following two County appointments be grouped together in one motion:

MTN: GROUP TWO APPOINTMENTS Todd Pi INTO ONE MOTION the follo

Todd Pipitone made the motion to approve grouping both of the following appointments into one:

Second: Jim Welch Vote: 3 Ayes. Carried.

Wayne County EMS Advisory Board: Appoint John Rush, of East Palmyra Fire Department, to represent Palmyra on the Wayne County Emergency Management Services Advisory Board, for a two-year term starting January 1, 2013 and ending December 31, 2014.

Wayne County Fire Advisory Board: Appoint Ronald Hickman, of the Palmyra Fire Department, to represent Palmyra on the Wayne County Fire Advisory Board, for a two-year term starting January 1, 2013 and ending December 31, 2014.

Todd Pipitone made the motion to approve both these appointments.

Second: Jim Welch

Vote: 3 Ayes. Carried.

Water District Enhancements: Dave Doyle, of MRB Group was contacted about proposing enhancements to the Water Districts on Parker, Cole and LeRoy Roads. His estimate for "coming up with a preliminary overall cost estimate for a public water project...is in the range of \$1,200 to \$1,600, including the draft letter to the residents in the area." Todd Pipitone requested that Dave send a rough draft of the letter before going out to the public. Todd then made the motion to approve going ahead with the project, with a preliminary cost estimate not to exceed \$1,600.

Second: Jim Welch

Vote: 3 Ayes. Carried.

INFORMATIONAL ITEMS

ASSN OF TOWNS 2013 ANNUAL MEETING INFORMATION

1. <u>Association of Towns of the State of New York Annual</u> <u>Meeting</u>: The AOTSNY provided information about the 2013 Training School and Annual Meeting in New York City on February 17-20, 2013. Each Board member was given informa-

JOHN RUSH TO 2-YEAR TERM ON WAYNE CO. EMS ADVISORY BOARD & APPROVE RONALD HICKMAN TO 2-

HICKMAN TO 2-YEAR TERM ON WAYNE CO. FIRE ADVISORY BOARD

MTN: APPROVE

MTN: APPROVE WATER DISTRICT ENHANCEMENT PROJECT FOR PARKER, COLE & LEROY RDS. WITH PRELIMINARY COST ESTIMATE UP TO \$1600 18.

tion about the Training Session for Town Officials, including proposed resolutions concerning Home Rule, Controlling Municipal Expenditures, Infrastructure Management, Real Property Tax Administration, Disaster Recovery Relief and Funding and Revenue. AOT lobbyists take these to legislators to be enacted.

 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 30, 2013. It is hosted by the Wayne County Emergency Management Office in Lyons. Those wishing to attend should contact Ken Miller.

Concerning an Emergency Response Plan, Ken said there were questions at the last Town Board meeting. Tonight, he showed Board members the large notebook with emergency information that the Town has, and said it is at the Town Hall in Ken's office. Following a resolution in 2006, Ken said, "We will follow the National Incident Management System." He added Wayne County is "in good shape (for emergencies) because of Ginna," referring to the Nuclear Power Plant in Ontario—which follows strict Federal emergency plans. Jim Welch stated he, as Deputy Supervisor, "needs direction in case Ken Miller is not here in an emergency." Ken said he will provide that for Jim.

3. <u>Adjourn Meeting:</u> At 8:11 p.m., Todd Pipitone made the MTN: ADJOURN motion to adjourn the Organization Meeting. MEETING

Second: Jim Welch

Vote: 3 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:

- **1-2013 ADOPT RULES OF PROCEDURE**
- **2-2013 ADOPT PURCHASING POLICY AND PROCEDURES**
- **3-2013 ADOPT INVESTMENT POLICY**
- 4-2013 PROPOSED LOCAL LAW NO. 1 OF THE YEAR 2013

NEXT PUBLIC HEARING FOR LOCAL LAW #1 AND REGULAR MEETING: THURSDAY, JANUARY 24, 2013, 7:00 P.M. AT THE PALMYRA TOWN HALL