TOWN OF PALMYRA ANNUAL ORGANIZATIONAL MEETING JANUARY 8, 2019

At 7:00 p.m., Supervisor Kenneth Miller called to order the Organizational Meeting, scheduled for Tuesday, January 8, 2019, 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 Todd J. Pipitone, Councilman Bradley Cook, Councilman

Councilman Mike Lambrix was absent.

ATTENDANCE

Also attending was: Robert Kelsch (Sun& Record), and Joan Gates (Assessor).

COMMUNICATIONS

There were no official communications.

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 2018 to his liaison appointments for 2019:

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

OTHER ACTION ITEMS:

1. Approve Staff Appointments: Jim Welch made the motion to approve the above Town of Palmyra Staff Appointments for 2019, retroactive to January 1st, 2019, as budgeted and approved in 2019 budget.

Second: Jim Welch Vote: 3 Ayes. Carried

TITLE

NAME

**NA

Deputy Supervisor:
Budget Officer:
Town Historian:
Town Constable:
Zoning Enforcement

Officer & Building Inspector:

Deputy Zoning Enforcement

Officer & Building Inspector: Clerk to Code Enforcement Officer Animal Control Officer &

Animal Control Officer & Rabies Responder:

Deputy Animal Control Officer:
Deputy Town Clerk:

Deputy Clerk:
Office Clerk per diem
Records Management Officer:
Records Management Coordinator:

Tax Collector / Receiver Clerk to the Supervisor: Registrar

Deputy Registrar: Deputy Highway Superintendent:

Bingo Inspector:

Health Officer (4yr-thru 2021): Court Clerk:

Appointed Assessor: Clerk to the Assessor:

Clerk to Highway Superintendent:

EMS Advisory Board Representative (12/31/2020) Wayne County Fire Advisory Board (12/31/2020) James Welch Kenneth F. Miller Beth Hoad Gary Rose

Patrick Sheridan

Robert Grier Dan Wooden

Gary Rose
Michelle Rose
Heidi V. Jarvis
Julie Hartman
Joan M. Shaffer
Irene E. Unterborn
Julie Hartman
Irene E. Unterborn
Petra Anderson
Irene E. Unterborn
Heidi V. Jarvis
Michael Paul

Michael Paul Robert Grier Malcolm Riggs, MD Patricia Peterson Joan Gates

Christopher Scott Comegys

Sandy Fabrizio Mike Catalano Ron Hickman **2.** <u>Approve Salaries:</u> Todd Pipitone 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 2019 budget.

Second: Jim Welch Vote: 3 Ayes. Carried

3. <u>Authorize Petty Cash Amounts:</u> Todd Pipitone made the motion to authorize the following petty cash in the Town Clerks Office:

Petty Cash funds - \$200 Town Clerk's Office Drawer - \$100 Water Payments Collector - \$100 Tax Collector (School & Town/County) - \$100 each

Second: Jim Welch Vote: 3 Ayes. Carried

4. <u>Designate Official Newspaper</u>: Todd Pipitone made the motion to designate the *Times of Wayne County* as the town's official newspaper for 2019.

Second: Brad Cook Vote: 3 Ayes. Carried

- **5.** <u>Designate Official Board Meeting Nights</u>: Todd Pipitone made the motion to designate the following dates as meeting nights for the Palmyra Town Board for 2019:
 - 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 2019 meeting will be the on the 26th of November.

Second: Brad Cook Vote: 3 Ayes. Carried

6. <u>Designate Official Depositories:</u> Todd Pipitone made the motion to designate Key Bank and Community Bank, NA as Official Town Depositories.

Second: Brad Cook Vote: 3 Ayes. Carried

7. <u>Pre-payment of Specific Items:</u> Todd Pipitone 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: Jim Welch Vote: 3 Ayes. Carried

8. Agreement to Spend Town Highway Funds-2019: Jim Welch 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 \$534,552.00 may be expended for general repairs upon 49 miles of town highway.

Second: Todd Pipitone Vote: 3 Ayes. Carried

This agreement will be **ATTACHMENT A**.

With no changes to the previous year's following agenda items, Supervisor Ken Miller made the motion to approve items #9 thru #13 all at one time for 2019.

9. Resolution #1-2019: Adopt Rules of Procedure for 2019

10. Resolution #2-2019: Approve Purchasing Policy and Procedures

11. Resolution #3-2019: Approve Investment Policy

Resolutions #1, #2, & #3-2019, will be ATTACHMENTS B, C, & D.

12. Approve: Town Holidays 2019:

New Years Day Tuesday, January 1st Monday, February 18th Presidents Day Friday, April 19th Good Friday Monday, May 27th Memorial Day Thursday, July 4th Independence Day Monday, September 2nd Labor Day Monday, October 14th Columbus Day Monday, November 11th Veterans Day Thursday, November 28th Thanksgiving Day Friday, November 29th Day after Thanksgiving Wednesday, December 25th Christmas Day

13. <u>Approve: Authorization for Check Signing:</u> Motion to allow Ken Miller or James Welch to sign checks on behalf of the Town of Palmyra.

Todd Pipitone seconded the motion for items #9 thru #13, and a roll call vote was requested.

Councilman Lambrix Absent
Councilman Welch Aye
Councilman Pipitone Aye
Councilman Cook Aye

Supervisor Miller Aye Vote: 4 Ayes. Carried

14. <u>Set Date for Audit of 2018 Town Financial Books:</u> 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, and to be assigned as follows: Supervisor Miller and Book keeper Petra Anderson will visit the Town Justice, Councilmen Cook and Pipitone the Supervisors Office, and Councilmen Welch and Lambrix will audit the Town Clerk office.

Second: Jim Welch Vote: 3 Ayes. Carried

The Town Clerk supplied the board members with the appropriate NYS check lists, and they will present their findings at the regular Town Board meeting on February 24th, 2019.

15. Establish Rate for Mileage Re-imbursement: Todd Pipitone made the motion to approve the current mileage re-imbursement of \$.58 per mile. (As per IRS rate for 2019)

Second: Brad Cook Vote: 3 Ayes. Carried

16. 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: Brad Cook Vote: 3 Ayes. Carried

17. Approve: Resolution #4-2019 Official Undertaking of Municipal Officers: Todd Pipitone made the motion to approve Resolution #4-2019 Official Undertaking of Municipal Officers, as written

Second: Jim Welch Vote: 3 Ayes. Carried

RESOLUTION #4-2019 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, William E. Abbott 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 8, 2019

18. Approve: Resolution #5-2019 Appointment of Palmyra Sole

Assessor for 6 Year term, as written: Todd Pipitone made the motion to approve the current appointed Assessor, Joan Gates, as Sole Assessor for a 6 year term, commencing October 1, 2019 through September 30, 2025. A roll call vote was requested.

Councilman Lambrix Absent
Councilman Welch Aye
Councilman Pipitone Aye
Councilman Cook Aye
Supervisor Miller Ave

Supervisor Miller Aye Vote: 4 Ayes. Carried

RESOLUTION #5-2019 APPOINTMENT OF PALMYRA SOLE ASSESSOR FOR A SIX (6) YEAR TERM

WHEREAS, the Town Board of the Town of Palmyra at a meeting held on August 7th, 2017, had voted to appoint Joan E. Gates as Appointed Assessor, to begin on October 16th, 2017, completing the term of the retiring Assessor, Elaine Herman; and

WHEREAS, the Town Board is pleased with the work that Palmyra Appointed Assessor Joan E. Gates has provided in this position during her current term; and

WHEREAS, Joan E. Gates has received a Continuing Education Status Report from the NYS Office of Real Property Tax Services (attached), showing that she has met the requirements as State Certified Assessor since March 9th, 2018; and

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Palmyra thanks Joan E. Gates for the service she has given to the Town of Palmyra as Appointed Assessor in the past; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Palmyra hereby appoints Joan Gates to a six (6) year term as Palmyra Sole Assessor, starting October 1, 2019 through September 30, 2025.

By Order of the Town Board at a Meeting on January 8, 2019

19. Approve: Supervisor to Assign a delegate and alternate for 2019

NYS Annual Meeting: Todd Pipitone made the motion to allow the Supervisor to assign a delegate and alternate to represent Town of Palmyra at the 2019 NYS Annual Business Meeting February 17-20, 2019.

Second: Jim Welch Vote: 3 Ayes. Carried

Noted: This must be done before February 4, 2019.

20. Approve: Town Clerk to Attend Annual Conference: Brad Cook made the motion to approve the Town Clerk to attend Annual Town Clerk Conference May 2019, in Syracuse NY, not to exceed \$750.00, including room, food, mileage and course fees. This is a budgeted item for 2019.

Second: Brad Cook Vote: 3 Ayes. Carried

Noted: The entire amount needed to be approved so that the clerk could apply for scholarships by February.

INFORMATIONAL ITEMS:

- 1. New List of Board Members and Meeting Dates (ATTACHMENT E) These are all found in the www.palmyrany.com website.
- **2. Historian Beth Hoads Last Year**: Historian Beth Hoad has stated that 2019 will be her last year serving as Town Historian, and she will be submitting names for possible replacements.

<u>Adjourn Meeting</u>: At 7:13 PM, Todd Pipitone made the motion to adjourn

the meeting.

Second: Jim Welch Vote: 3 Ayes. Carried

Respectfully submitted,

Irene Unterborn Town Clerk

ATTACHMENT A: AGREEMENT TO SPEND HIGHWAY FUNDS

ATTACHMENT B: RESOLUTION #1-2019 ADOPT RULES OF

PROCEDURE FOR 2019

ATTACHMENT C: RESOLUTION #2-2019 APPROVE PURCHASING

POLICY AND PROCEDURES

ATTACHMENT D: RESOLUTION #3-2019 APPROVE INVESTMENT

POLICY

ATTACHMENT E: LIST OF BOARD MEMBERS AND MEETINGS

NEXT REGULAR MEETING:
Thursday, January 24 2019, 7:00 P.M.
at the Palmyra Town Hall