

**VILLAGE OF PALMYRA BOARD OF TRUSTEES**  
**ANNUAL ORGANIZATIONAL MEETING &**  
**REGULAR MEETING**

December 1, 2003                      6:30 p.m.

**PRESENT:** Mayor Daly, Trustee Celentano, Trustee Salomon, Trustee Piccola, Trustee Palmer and Attorney Williams.

**CALL TO ORDER:** Mayor Daly called the meeting to order at 6:30 p.m.

Mayor Daly welcomed Martin Williams, Wayne County Office of the Aging. Mr. Williams gave a presentation about Project 2015, an initiative led by NYS Office of the Aging which provides projected figures of demographic changes of the population for the year 2015. Mayor Daly thanked Mr. Williams for coming.

**ANNUAL ORGANIZATIONAL MEETING:** Motion by Trustee Celentano, second by Trustee Salomon to adopt the following annual organizational assignments, except where noted, all terms shall run through December 6, 2004.

BE IT RESOLVED that the Board of Trustees reestablishes the following trustee liaisons for a period of one year from 12/1/2003 through 12/6/2004. Each chairperson shall designate a board member who shall assume committee responsibility in the absence of the chairperson. Positions shall be decided by motion and majority of the Village Board. Majority shall be considered three (3) votes.

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|--|---------------------------|
| 1. Planning and Zoning   | Trustee Piccola           |
| 2. Water & Wastewater, Watershed   | Trustee Salomon           |
| 3. Streets, walks, curbs, lighting   | Trustee Celentano         |
| 4. Buildings & Grounds, Marina, Village Hall,<br>Park & Club Rooms, Flagpole | Trustee Palmer            |
| 5. Youth & senior citizens   | Trustee Piccola           |
| 6. Fire Department   | Trustee Palmer            |
| 7. Economic Development  | Trustee Piccola           |
| 8. Village Revitalization  | Mayor Daly                |
| 9. Special events (inc. Park concerts,<br>Canal Town Days)                   | Trustee Celentano         |
| 13. Personnel  | Trustee Salomon           |
| 14. Audit  | Trustees Palmer & Piccola |
| 15. Trail  | Trustee Piccola           |

**ACTING JUSTICE:** Mayor Daly moved the appointment of William Abbott, as acting POLICE JUSTICE for a period of one year from December 1, 2003 ending December 6, 2004 as per Village Law 3-301, Section 2z and Note 5 of Revision 1992, Section 8. Appointment is made by the Board of Trustees, with Justice approval.

**COURT CLERK:** Mayor Daly moved the appointment of Patricia Peterson, COURT CLERK, appointment for a period of one year from December 1, 2003 ending December 6, 2004 as per Village Law 4-400, Sub. Para. C, ii. with Justice approval.

**VILLAGE ATTORNEY:** Mayor Daly moved the appointment of Arthur B. Williams, as Village Attorney, or a period of one year from December 1, 2003 ending December 6, 2004.

**HEALTH OFFICER:** Mayor Daly moved the appointment of Dr. Malcolm Riggs, MD, as HEALTH OFFICER as previously established and shall run through December 6, 2004.

**REGISTRAR VITAL STATISTICS:** Mayor Daly moved the appointment of Lynne Green, Town Clerk, REGISTRAR FOR VITAL STATISTICS appointment from December 1, 2003 through December 6, 2004.

**ANIMAL** Mayor Daly moved the appointment of Gary Rose as ANIMAL CONTROL

James Hemmings term beginning April 29, 2003 through November 30, 2004  
Frank Record Jr. term beginning December 16, 2002 through November 30, 2007.

Alternates:

Tim Kurek term beginning May 6, 2003 through November 30, 2008.

Vacancies: One alternate.

Mayor Daly moved the appointment of Iain Gellatly, term from November 30, 2001 through November 30, 2004 as Chair of the Planning Board term to expire November 30, 2004.

Note: Previously appointed:

Kathy Wooden term beginning November 30, 2001 through November 30, 2006

David Morrell term beginning September 2, 2003 through November 30, 2005

Kathy Boesel term beginning December 16, 2002 through November 30, 2007

David Pray term beginning October 7, 2003 through November 30, 2008

Vacancies: Two alternates.

**YOUTH COMMISSION:** Mayor Daly advised that, upon recommendation of the Board of Directors of the Palmyra Community Center, she re-establishes the following officer positions on the YOUTH COMMISSION, election of said officers to be conducted in March:

1. President Tom Hickey
2. Vice-president Fred Borrelli
3. Secretary David Pray
4. Treasurers Missy Husk

**FIRE DEPT. OFFICIALS:** Mayor Daly advised, on recommendation of the Palmyra Fire Company, Inc. as of December 1, 2003 that the following appointments be made:

1. Fire Chief Warren Frederick
2. First Asst. Chief Kevin Bruening
3. Second Asst. Chief Jason Dickerson
4. Third Asst. Chief Bill Colburn

**FIRE DEPT. MAINTEN. MECHANIC:** Mayor Daly moved the appointment of James Eckert, as MAINTENANCE MECHANIC of the FIRE DEPARTMENT EQUIPMENT, appointment from December 1, 2003 through December 6, 2004.

**DEPUTY OR ACTING MAYOR:** Mayor Daly moved the appointment of Mark Palmer, a Trustee, as DEPUTY OR ACTING MAYOR, to serve during the absence of the Mayor, when required as per Village Law, Article 4, 1.h.

**BANK DEPOSITORY:** HSBC shall be the depository for funds of the village; the Village of Palmyra shall utilize the services of said bank regarding Village investments, however, the services of various other banks may also be utilized from time to time, at the discretion of the Village Board.

**INVESTMENT COUNSELRS:** Roy McMaster, Fiscal Advisors, Cicero, NY, shall be utilized by the Village Board of Trustees as Investment Counselor for the Village of Palmyra.

**OFFICIAL NEWSPAPER:** *The Courier Journal* shall be approved as the official newspaper for the Village and the *Daily Messenger* to serve as a secondary official newspaper to bring such legal notices, statements, notices for bids and other legal notices for the ensuing year to the attention of the citizens for the Village of Palmyra.

**EMPLOYEE BONDS:** Mayor Daly moved that bonds be provided by Van Parys Associates for the following bond amount for employees set by the Board:  
To cover the Village Clerk, bond amount of \$57,500 and Treasurer/Tax Collector, bond amount of \$646,000 and \$5,000 per all other employees.

**SPECIAL MEETINGS & HOLIDAYS** In the case of special meetings, the Village official newspaper will be notified and notification of such shall be posted on Village Hall as far in advance as possible. Office hours are Monday through Friday, 9:00 am through 5:00 pm. The office shall be closed on the following holidays:

1. Good Friday
6. Thanksgiving

all of the stated rules of order should it be deemed necessary.

**REGULAR MEETINGS:** The regular meetings of the Board of Trustees of the Village of Palmyra shall be held at 6:30 pm. on the First and Third Monday, in the months of September through May, the Board will meet on the first Monday night of the month only for the months of June, July and August, with the exception that any holidays which may fall on the above dates will automatically move the regular meeting night to the next day evening. The Village Clerk will prepare a written agenda for each Village Board meeting following the same guidelines as resolved in previous years.

**QUORUM:** A quorum shall be required to conduct business. A quorum of the (5) five member Board of Trustees shall be (3) three. In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

**EXECUTIVE SESSIONS:** Executive sessions shall be held in accordance with the NYS Public Officers Law 105. All executive sessions shall be commenced in a public meeting.

**AGENDAS:** The agenda shall be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. When possible, items for the agenda shall be given to the Clerk by the Friday preceding the meeting by 12 Noon, however, items may be placed on the agenda at anytime, including during the meeting.

**VOTING:** Pursuant to Village Law each member of the Board shall have one vote. The Mayor may vote on any matter but must vote in case of a tie.

A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State law.

A abstention, silence or absence shall be considered a negative vote for the purposes of determining the final vote on a matter.

**MINUTES:** Minutes shall be taken by the Clerk. Minutes shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes shall be taken at executive session of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law.

Minutes shall also include the following:

- Name of the Board
- Date and time of meeting
- Notation of presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment
- Name and title of other village officials and employees present
- Record of communications presented to the Board
- Record of reports made by Board or other village personnel
- Time of adjournment
- Signature of Clerk or person who took the minutes if not the Clerk.

Minutes shall not contain a summary of the discussion leading to action taken or include verbatim comments unless a majority of the Board shall resolve to have the Clerk do so. Minutes shall be approved at the next board meeting whenever possible. Amendments to the minutes shall require Board approval.

**ORDER OF BUSINESS:**

- Call to Order
- Roll call
- Approval of minutes of previous meeting
- Approval of abstract (second meeting of the month)
- Correspondence/Announcements
- Trustee Reports
- Old/New Business
- Public Session
- Adjournment

**GENERAL RULES OF PROCEDURE:**

size of the equipment and the ability of the public to still participate in the meeting. If the mayor make the determination that the recording is intrusive and has the effect of interfering with the meeting, the mayor may request an accommodation to avoid the interference and if not complied with ask the individual to leave the meeting room.

ADJOURNMENT: Meetings shall be adjourned by motion.

AMENDMENTS TO THE RULES OF PROCEDURE: The foregoing procedures may be amended from time to time by a majority of the Board.

Voting as follows:

Trustee Salomon	aye	Trustee Palmer	aye	
Trustee Piccola	aye	Trustee Celentano	aye	CARRIED.

**CORRESPONDENCE/ANNOUNCEMENTS/INFORMATION:** The following correspondence has been received and is on file at Village Hall:

?? Roster of the Comprehensive Plan committee

?? Notification from MRB Group regarding reorganization

**APPROVAL OF MINUTES:** Motion by Trustee Piccola , second by Trustee Palmer, to approve the minutes from November 17, 2003 as submitted. Vote, 3 ayes, 1 abstain, Trustee Celentano. CARRIED.

**APPROVAL OF VOUCHERS:** Motion by Trustee Celentano, second by Trustee Palmer to approve vouchers #540 & 541 for \$584.18. Vote: 4 ayes. CARRIED.

**NEW/OLD BUSINESS:**

**VILLAGE CRIER:** Mayor Daly introduced James Bush, putative Village Crier. Mr. Bush, in full costume dazzled the Board with the following “cry”:

A Crier for a Village should,  
As it will be quite understood,  
Promote the people and their good  
Until his job is done.

And every word he speaks, indeed,  
Every utterance decreed,  
Is rendered likely to succeed  
As long as it's in fun.

In welcoming their guests of late,  
Palmyrans might elucidate  
Upon the things that make them great  
While other places pale.

We trust that you'll appreciate  
Our efforts to accommodate,  
But should you once expectorate,  
You're going off to jail!

Jim Bush  
Palmyra Village Crier  
December 1, 2003

THEREFORE, let it be known that James Bush is hereby appointed by the Palmyra Village Board as Official Crier for the Village of Palmyra, Wayne County, New York on this day, December 1, 2003.

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Victoria W. Daly, Mayor

The resolution was seconded by Trustee Palmer. Vote, 5 ayes. CARRIED.

**PALMYRA-OPOLY:** Mary Courtney informed the Board about a fund raiser that has been undertaken by the Catholic Church. They will be “marketing” a board game similar to Monopoly for \$25.00 each. They will be soliciting participation from area businesses by selling “squares” for a sponsorship fee of \$250-\$300.00. The game will be out sometime in the Spring and will go on sale in area stores in time for the tourist season.

**TRUSTEE REPORTS:**

**Trustee Piccola** reported that a new business has opened on Main Street; the Phoenix Café in the home of the former Zen Garden Café. He reminded everyone once again about this weekend’s upcoming Holiday Open House.

**Trustee Celentano** reported that Highway Superintendent Nelson Cook is at home recuperating from recent back surgery. The Village crew is trying to finish up with leaf and brush pickup.

**Trustee Salomon** – no report.

**Trustee Palmer** moved to accept the membership of Jeremy Oakley and Marcos Rojas into the Fire Department pending completion of the appropriate training and a satisfactory physical. Second by Trustee Celentano. Vote: 4 ayes. CARRIED.

For the buildings and grounds maintenance department, they are also trying to finish with the leaf pickup in the cemetery.

**Attorney Williams** – no report.

**Mayor Daly** reviewed her written report. There was a successful meeting at Village Hall on the 20<sup>th</sup> between Stuart Brown Associates and those merchants interested in applying for the Micro-Enterprise Loans. Four applicants are no longer interested and they have been asked to sign off’ so that the moneys will be available to other interested parties.

Bob Culver has offered his verbal resignation from the loan committee. Motion by Mayor Daly, second by Trustee Celentano, to accept his resignation. Vote, 5 ayes. CARRIED.

Mayor Daly moved to nominate Ron Oates to fill Mr. Culver’s vacancy. Second by Trustee Celentano. Vote, 5 ayes. CARRIED.

**NEW CODE BOOKS:** Mayor Daly found a typo in the new code books under Section 183:7, which creates a redundancy in the regulations for parking along Johnson Street. Chief Dalton recommended using the wording on the first regulation. That entry indicates that there will be no parking on both sides of Johnson Street from the point of intersection of the north edge of the sidewalk or crosswalk on Vienna Street a distance of 100 feet south. Motion by Trustee Celentano, second by Trustee Piccola, to make the first regulation the official one, and to make that change when the next supplement comes out. Vote, 4 ayes. CARRIED. The Village Clerk was instructed to correct the official copy of the Code Adoption Law before filing with the state.

**RESOLUTION FOR LOCAL ADMINISTERED HIGHWAY PROJECT:** As recommended by Nelson Cook, Trustee Celentano moved to adopt the following

WHEREAS, a Project for the Repair of Damage Resulting from 2003 Ice Storm, P.I.N. Fid NY-03-01 (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, for Federal emergency relief that calls for the apportionment of the costs of such project to be borne at the ratio of 0% Federal funds and 100% non-federal funds; and

WHEREAS, the Village of Palmyra desires to advance the Project by making a commitment of 100% of the federal and non-federal share of the costs thereof.

NOW, THEREFORE, the Village Board, duly convened does hereby

RESOLVE, that the Village Board hereby approves the Project; and it is hereby further

RESOLVED, that the Village Board hereby authorizes the Village Clerk of Palmyra to pay in the first instance 100% of the federal and non-federal share of the cost of all work for the Project or portions thereof; and it is further

RESOLVED, that the sum of \$ 8,984.67 is hereby appropriated from General Fund and made available to cover the cost of participation in the Project; and it is further

RESOLVED, that in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the Village of Palmyra shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Superintendent of Highways thereof, and it is further

RESOLVED, that the Mayor of the Village of Palmyra be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid on behalf of the Village of Palmyra with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of Project costs and permanent funding of the local share of federal-aid-eligible Project costs and all Project costs within appropriations therefor that are not so eligible, and it is further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and it is further

RESOLVED, this Resolution shall take effect immediately.

Second was made by Trustee Piccola. Vote, 4 ayes. CARRIED. This will enable the Village to recoup additional costs associated with the ice storm. Also Hwy. Superintendent Cook has suggested that the Village purchase a snow blower attachment to the Bob Cat with some of this storm reimbursement money. Motion by Trustee Celentano, second by Trustee Piccola to purchase the snow blower attachment with these funds, not to exceed \$3,000.00. Vote, 4 ayes. CARRIED.

**EXECUTIVE SESSION:** Motion by Trustee Celentano, second by Trustee Piccola to go into executive session for discussion of contractual matter at 7:50 p.m. Vote, 4 ayes. CARRIED.

Motion by Trustee Celentano, second by Trustee Piccola, to re-enter public session with no action having taken place during executive session. Vote, 4 ayes. CARRIED.

**ADJOURNMENT:** Motion to adjourn at 8:20 p.m. by Trustee Celentano, second by Trustee Piccola. Vote, 4 ayes. CARRIED.