

**VILLAGE OF PALMYRA BOARD OF TRUSTEES**  
ANNUAL ORGANIZATIONAL MEETING  
REGULAR MEETING  
December 1, 2014      7:00 p.m.

**ROLL CALL:** Present: Mayor Piccola, Trustees Husk, Luke Nolan and Perry and Attorney Williams.

**PLEDGE OF ALLEGIANCE**

**TRUSTEES:** Trustees Luke and Husk took the Oath of Office prior to the call to order.

**APPROVAL OF ABSTRACT:** Motion was made by Trustee Nolan, second by Trustee Perry to approve the payment of Abstract #7A, Vouchers 486-516 for \$269,491.40. Vote, 4 ayes. CARRIED.

**APPROVAL OF MINUTES:** Motion was made by Trustee Husk, second by Trustee Nolan to approve the minutes from November 17, 2014, noting the Abstract total should have been \$44,454.34 (not \$44,652.18). Vote, 4 ayes. CARRIED.

**CORRESPONDENCE/ANNOUNCEMENTS:**

- Dismissal and Notice of Rights/Dalton
- Revised Fire Contract/Town of Manchester

**ANNUAL ORGANIZATIONAL MEETING:** Motion Trustee Perry, second by Trustee Nolan to adopt the following annual organizational assignments, except where noted, all terms shall run through December 7, 2015.

BE IT RESOLVED that the Board of Trustees reestablishes the following trustee liaisons for a period of one year from December 1, 2014 through December 7, 2015. 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.

1. Audit	Trustee Luke
2. Buildings & Grounds (Marina, Village Hall, Park & Club Rooms, Flagpole Trails)	Trustee Husk
3. Fire Department	Trustee Perry
4. Personnel	Trustees Husk and Nolan
5. Planning and Zoning	Trustee Perry
6. Revitalization & Economic Development	Trustee Luke
7. Streets, & highway	Mayor Piccola
8. Water & Sewer	Trustee Nolan
9. Youth & PCC	Trustee Luke
10. Celebrations & Special Events, Seniors	Trustee Luke
11. Veterans	Trustee Husk
12. Fairgrounds/Union Agricultural Society	Trustee Perry

**CLERK** Mayor Piccola appointed Alicia M. Lynch, as CLERK TREASURER,  
**TREASURER** appointment for a period of two years from December 1, 2014 through December 5, 2016.

**TAX** Mayor Piccola appointed Alicia M. Lynch, as TAX COLLECTOR,  
**COLLECTOR** as part of the duties of the CLERK TREASURER'S two year term.

**ACTING** Mayor Piccola appointed William Abbott, as acting POLICE JUSTICE  
**JUSTICE:** for a period of one year from December 1, 2014 ending December 7, 2015 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** Mayor Piccola appointed Patricia Peterson, COURT CLERK, for a period of one  
**CLERK:** year December 1, 2014 ending December 7, 2015 as per Village Law 4-400, Sub. Para. C, ii. with Justice approval.

**VILLAGE** Mayor Piccola appointed Arthur B. Williams, as Village Attorney, for a period  
**ATTORNEY:** of one year from December 1, 2014 ending December 7, 2015.

**HEALTH OFFICER:** Mayor Piccola appointed Dr. Malcolm Riggs, MD, as HEALTH OFFICER as previously established and shall run through December 7, 2015.

**REGISTRAR VITAL STATISTICS:** Mayor Piccola appointed Irene Unterborn, Town Clerk, REGISTRAR FOR VITAL STATISTICS from December 1, 2014 ending December 7, 2015.

**ANIMAL CONTROL OFFICER:** Mayor Piccola appointed Gary Rose as ANIMAL CONTROL OFFICER from December 1, 2014 ending December 7, 2015.

**VILLAGE HISTORIAN** Mayor Piccola appointed Beth Hoad, VILLAGE HISTORIAN, for a period of one year from December 1, 2014 ending December 7, 2015.

**PLANNING/ ZONING PRESERVATION BOARDS:** Mayor Piccola moved the appointment of Tim Denniston as chair of the Zoning Board of Appeals, November 30, 2015 term through November 30, 2019.

Note: Previously appointed:  
 \* John Goodspeed, term through November 30, 2018  
 \* Dave Nagle term through November 30, 2017.  
 \* Dennis Shaffer term through November 30, 2016.  
 \* Edward Perkins term through November 30, 2015  
 Alternates: Two Vacancies.

Mayor Piccola moved the appointment of David Morrell, as Chair of the Planning Board through November 30, 2015 term through November 2015.

Note: Previously appointed:  
 \* Chris Tome, term through November 30, 2016.  
 Alternates: Two Vacancies.

Mayor Piccola moved the appointment of Eleanor Drake, as Chair of the Preservation Board through November 30, 2015 term through November 2017.

Previously appointed:  
 \* Christine Daly term through November 30, 2017.  
 \*Michael Haskins term through November 30, 2018.  
 \*James Elliott term through November 30, 2018.  
 \*Rebecca Remington through November 30, 2015  
 Alternate:  
 • Two Vacancies

**HISTORIC PRESERVATION LIASON TO MAYOR** Mayor Piccola appointed Vicky Daly for a period of one year from December 1, 2014 ending December 7, 2015 as LIASON to the Mayor on issues pertaining to the Historic Preservation Committee.

**CANAL LIASON TO MAYOR** Mayor Piccola appointed Vicky Daly for a period of one year from December 1, 2014 ending December 7, 2015 as LIASON to the Mayor on issues pertaining to the Canal and Canal NY.

**YOUTH COMMISSION:** Mayor Piccola advised that, upon recommendation of the Board of Directors of the Palmyra Community Center, he re-establishes the following officer positions on the YOUTH COMMISSION, election of said officers to be conducted in March:  
 1. President: Amy Storey  
 2. Vice-president: Maureen Denniston  
 3. Secretary: Laurie Lawrence  
 4. Treasurer: John Morrisey

**FIRE DEPT. OFFICIALS:** Mayor Piccola advised, on recommendation of the Palmyra Fire Company, Inc. as of December 1, 2014 that the following appointments be made:  
 1. Fire Chief Warren Frederick  
 2. First Asst. Chief John Pieters  
 3. Second Asst. Chief Jason Dickinson  
 4. Third Asst. Chief Robert Devlin

**BANK DEPOSITORY** Community Bank N.A. 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 COUNSELORS:** Roy McMaster, Capital Market Advisors, shall be utilized by the Village Board of Trustees as Investment Counselor for the Village of Palmyra.

**OFFICIAL NEWSPAPER:** *The Times of Wayne County* shall be approved as the official newspaper for the Village and the *Messenger Post* 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:** Bonds shall be provided by Van Parys Associates for the following bond amount for employees set by the Board: To cover the Village part-time clerks, bond amount of \$57,500 and Clerk Treasurer/Tax Collector, bond amount of \$646,000 and \$5,000 per all the 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. Christmas (Dec. 25, 2014)	7. July 3, 2015
2. Day after Christmas (Dec. 26, 2014)	8. Labor Day (Sept 7, 2015)
3. New Year's Day (Jan. 1, 2015)	9. Columbus Day (Oct. 12, 2015)
4. Martin Luther King (Jan. 19, 2015)	10. Veterans' Day (Nov. 11, 2015)
5. Good Friday (April 3, 2015)	11. Thanksgiving (Nov. 26, 2015)
6. Memorial Day (May 25, 2015)	12. Day after Thanksgiving (Nov. 27, 2015)

**RULES OF PROCEDURE:** N. Y. Village Law, the Local Laws of the Village of Palmyra and the following rules of procedure are hereby adopted as guidelines to the Village Board of Trustees meeting. The Board of Trustees reserves the right to enact any and 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 7:00 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 following Monday in the month. 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.

An 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:**

The Mayor shall preside at meeting. In the Mayor's absence the Deputy Mayor shall preside. The presiding officer may debate, move and take other action that may be taken by other members of the Board. Motions to close or limit debate may be entertained but shall require a two-thirds vote.

**GUIDELINES FOR PUBLIC COMMENT:** The public shall be allowed to speak during the Public Comment period of the meeting or at such other time as a majority of the Board shall allow.

All remarks shall be addressed to the Board as a body and not to any member thereof. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Interested parties or their representatives may address the Board by written communications.

**GUIDELINES FOR USE OF RECORDING EQUIPMENT:** All members of the public and all public officials are allowed to tape or video record public meetings. Recording is not allowed during executive sessions. The recording shall be done in a manner which does not interfere with the meeting. The mayor may make the determination that the recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations of the Village Board, 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:

Mayor Piccola  
Trustee Luke  
Trustee Perry

Trustee Husk  
Trustee Nolan

Vote: 5 ayes. CARRIED.

**DEPUTY MAYOR:** Mayor Piccola appointed Trustee Husk to continue in his role as Deputy Mayor.

**BUDGET OFFICER/POLICE COMMISSIONER:** As per N.Y. Village Law, Deputy Mayor Husk announced the following appointments:

1. Budget Officer            Mayor Piccola
2. Police Commissioner    Mayor Piccola

Vote: 4 ayes. CARRIED.

**REGULAR MEETING**

**TRUSTEE REPORTS:**

**Trustee Husk** reported

**Trustee Luke** reminded everyone of the upcoming Christmas celebration in conjunction with the Palmyra Community Library, the Palmyra Community Center and the village on Friday, Dec. 12, 5:30 – 7:00 at the Palmyra Community Library. Interested parties must call the Community Center to reserve your spot on the horse drawn wagon rides.

**Trustee Perry** deferred to David Oakley Jr. who updated the Board about the Fire Department's trip to Buffalo to aid during the recent snowstorm there. The Fire Department sent a team of four, Joe Bruening, Kyle Kinslow, Jonathan Rodman and David Oakley Jr. They took the track machine and were stationed in the Orchard Park area for 72 hours assisting in 34 calls.

**Trustee Nolan** – no report.

**Attorney Williams** – no report. He is working on the purchase offer for the Community Center property.

**Mayor Piccola** reported on the Blue Cross Blue Shield rate increases. He briefly reviewed the annual report from the Historic Preservation Commission. For the highway department, six rounds of leaf pickup have been made and five salt and/or plow runs.

**NEW/OLD BUSINESS:**

**VILLAGE PARK CAMERA:** We have been using a trail camera for surveillance in the Village Park. It was thought that it wasn't working but it is and will be put back up in the park mostly to keep an eye on the gazebo. Integrated System is going to provide a quote for an additional camera such as found in our marina that will tie into the monitoring system in the Police Department. This expenditure can be financed by the Police Department's "drug account" and the Village's line item for Economic Support.

**POLICE COMMENDATIONS:** Tabled.

**TRANSFERS TO COVER RETIREMENT COSTS:** Motion was made by Trustee Husk, second by Trustee Perry to approve the following transfers to cover the shortfall in A9010.8 NYS and Local Retirement and A9015.8 NYS Fire and Police Retirement:

Transfer	From	To
\$2500	F1990.4 Contingency	A9010.8 NYS Retirement
\$2500	G1990.4 Contingency	A9010.8 NYS Retirement
\$2702	F1910.4 Insurance	A9010.8 NYS Retirement
\$1290	F1910.4 Insurance	A9015.8 NYS Fire/Police Retirement
\$4000	G1910.4 Insurance	A9015.8 NYS Fire/Police Retirement
\$6400	A1910.4 Insurance	A9015.8 NYS Fire/Police Retirement
\$15,100	A1990.4 Contingency	A9015.8 NYS Fire/Police Retirement
\$1,563	A8810.1 Cemetery Salary	A9015.8 NYS Fire/Police Retirement
\$62	A1010.1 Trustees Salary	A9015.8 NYS Fire/Police Retirement
\$62	F1010.1 Trustees Salary	A9015.8 NYS Fire/Police Retirement
\$62	G1010.1 Trustees Salary	A9015.8 NYS Fire/Police Retirement
\$19	A1210.1 Mayor Salary	A9015.8 NYS Fire/Police Retirement
\$19	A1210.1 Mayor Salary	A9015.8 NYS Fire/Police Retirement
\$19	A1210.1 Mayor Salary	A9015.8 NYS Fire/Police Retirement
\$408	A1110.1 Justice Salary	A9015.8 NYS Fire/Police Retirement
\$51	A1420.1 Law Salary	A9015.8 NYS Fire/Police Retirement
\$51	F1420.1 Law Salary	A9015.8 NYS Fire/Police Retirement
\$51	G1420.1 Law Salary	A9015.8 NYS Fire/Police Retirement
\$249	A1325.1 Treas. Salary	A9015.8 NYS Fire/Police Retirement
\$249	F1325.1 Treas. Salary	A9015.8 NYS Fire/Police Retirement
\$249	G1325.1 Treas. Salary	A9015.8 NYS Fire/Police Retirement
\$7909	A3120.1 Police Salary	A9015.8 NYS Fire/Police Retirement
<u>\$1272</u>	A1640.1 Cent. Gar Salary	A9015.8 NYS Fire/Police Retirement
\$46,787.00		

Vote, 4 ayes. CARRIED.

**TAX CAP CONFERENCE REPORT :** Last Tuesday, Trustees Nolan and Husk attended a conference about the Property Tax Freeze put on by New York State Association of Counties. The Property Tax Freeze includes a temporary state financed property tax freeze rebate. In order to qualify, the taxpayer must have a STAR eligible property. During Year One, the municipality must stay within tax cap and rebates are paid even if the levy stays the same, goes down or is less than the allowable cap growth. If the Village put a local override in place, all taxpayers will become ineligible, even if the Village stays with the cap. During Year Two, the municipality must stay within the tax cap AND submit a government efficiency or shared service plan that demonstrates savings equal to one percent of the property tax levy or combined tax levies if part of a joint plan, i.e.: the County plan. Efficiency plans are due by June 1, 2015 to the State DOB for evaluation. Past efficiencies, shared services and reforms will only be considered if they were implemented beginning June 1, 2012 and not before. The Village has been sharing many of our services since the 1990s and would therefore not be considered. The Board agreed to study the handout in order to make a better informed decision before voting on the measure.

**PALMYRA COMMUNITY CENTER CONTRACT:** Motion was made by Trustee Husk, second by Trustee Perry to authorize the mayor to sign the contract between the Town of Palmyra, the Palmyra Community Center and the Village. Vote, 4 ayes. CARRIED.

**SEWER CREDIT:** Due to a malfunction in her water operated sump pump, motion was made by Trustee Perry, second by Trustee Nolan to credit L. Zaccardo's sewer bill for 81 hcf or \$121.50, for water that was not returned through the sewer. Vote, 4 ayes. CARRIED.

**ADJOURNMENT:** Motion by Trustee Nolan, second by Trustee Perry to adjourn at 7:55 p.m. Vote, 4 ayes. CARRIED.

Respectfully submitted,

Alicia M. Lynch  
Clerk Treasurer