

**VILLAGE OF PALMYRA BOARD OF TRUSTEES**

**REGULAR MEETING**

Oct. 21, 2019 6:30 p.m.

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

**PLEDGE OF ALLEGIANCE**

**REGULAR MEETING**

**APPROVAL OF MINUTES:** Motion was made by Trustee Nolan, second by Trustee Luke to approve the minutes from Oct 7, 2019 as submitted. Vote, 4 ayes. CARRIED.

**APPROVAL OF ABSTRACTS:** Motion was made by Trustee Luke, second by Trustee Warters to approve payment of #5B vouchers 399-422 for \$18,832.66 and vouchers 428-439 for \$90,959.84. Vote, 4 ayes. CARRIED.

**PRESENTATION: PAL-MAC ROBOTICS CLUB:** The Pal-Mac Robotics Club presented their response to solving a real-world problem. After taking a walking field trip from the High school to the historic museums and back along the Canal trail, the students identified a lack of free water within the Village. Their prototype was a self-standing portable drinking fountain. The Board commended their efforts and congratulated them for their well prepared presentation.

**CORRESPONDENCE/ANNOUNCEMENTS:**

- “White paper” from Canal Society

**TRUSTEE REPORTS**

**Trustee Luke** reminded everyone of Halloween in the Village on Saturday from 2-4. The joint celebration for Christmas will be Dec. 6<sup>th</sup> between the Palmyra Community Center, the Palmyra Community Library and the Village.

**Trustee Nolan** –no report.

**Trustee Perry** shared a report from the Code Enforcement office, to date the Village has taken in over \$2,000 for building permits and such.

**Trustee Warters** –no report.

**Attorney Williams** – no report.

**Mayor Husk** shared the report from Margaret Tracy for the Harbor Hosts.

**NEW/OLD BUSINESS:**

**CDL DRUG TESTING CONTRACT:** Motion was made by Trustee Nolan, second by Trustee Warters to authorize the Mayor to sign the renewal contract for drug testing with Advanced Occupational Services. Vote, 4 ayes. CARRIED.

**RESOLUTION – PUBLIC HEARING ON LOCAL LAW #2 2019:** Motion was made by Trustee Perry, second by Trustee Nolan to adopt Local Law #2, 2019 which will amend Chapter 147 of the Village Code. Vote, 4 ayes. CARRIED. (Public hearing was on Oct. 7<sup>th</sup>)

**DISCUSSION REGARD FLA USE OF FIRE BAY:** Trustee Perry reported on a meeting between Mayor Husk, Kevin Becker, FLA, John Pieters, Fire Chief and himself to discuss possible housing of the Finger Lakes Ambulance. Motion was made by Trustee Nolan, second by Trustee Luke to allow Finger Lakes Ambulance to use one of our fire bays for their ambulance and also allow them access to restrooms/kitchen. Vote, 4 ayes. CARRIED.

**RESOLUTION – AUTHORIZE MAYOR TO SIGN CONTRACT RENEWAL WITH OFFICE OF THE AGING/RENTAL OF PARK AND CLUB ROOMS FOR NUTRITION SITE:** Motion was made by Trustee Perry second by Trustee Luke to

authorize the Mayor to sign the renewal agreement for use of the Nutrition Site. Vote, 4 ayes.

**CLOSING OUT CAPITAL RESERVE FLAGPOLE:** Motion was made by Trustee Nolan, second by Trustee Perry to close out Capital Reserve Flagpole (CR-9) and to return those funds from that account back into General fund. Vote, 4 ayes. CARRIED.

**RESERVE POLICY:** Motion was made by Trustee Perry, second by Trustee Wartens to adopt the Reserve Policy as such:

## Village of Palmyra Capital Reserve Policy

### I. Policy Statement

Municipal Law provides that a municipality's budget may set out amounts to be paid into and out of Capital Reserves. A municipality may establish reserve funds for any purpose for which it has authority to spend money and according to state statute to help fund future equipment purchases and capital improvements

### II. Purpose:

The purpose of this policy is to establish consistent principles, standards and guidelines for the maintenance, management and accounting of reserve funds. The primary purpose for the reserve funds:

- Adherence to statutory requirements;
- Promotion of financial stability and flexibility;
- Provision for major capital expenditures;
- Smooth the impact of major expenditures which would otherwise cause fluctuation in the operating budget; and;
- To take advantage of financial opportunities that may arise.

### III. Responsibilities:

The Mayor and Village Board of Trustees shall:

- In accordance with Municipal law develop and evaluate policies, ensure that administrative policies, practices and procedures, and controllership policies, practices and procedures are in place and maintain the financial integrity of the municipality.
- Approve transactions to and from capital reserve funds through the budget process or by specific resolution (Permissive Referendum).
- Provide the Treasurer with the most current capital asset information to be used in the assessment of the adequacy of capital reserves;
- Inform the Treasurer with capital reserve fund transfers are required, and
- Consult with the Treasurer when capital reserve funds are required for unbudgeted transactions.

Chief Administrative Officer (Mayor) shall:

- Support the Treasurer in ensuring the principles and mandatory requirements contained in this policy are applied consistently across all Village departments.

Chief Finance Officer (Treasurer) shall:

- Develop and update this policy as necessary and present Village Board with changes for approval.
- Ensure that the principals and requirements contained in this policy are applied consistently across all departments;
- Perform the transfer to and from the capital reserve funds as authorized by the Village Board;
- Recommend strategies for the adequacy of capital reserve fund levels; and

- Report to the Village Board the reserve fund balances and forecast as part of the annual budget approval process.

IV. Policy

V. The Funds

The ten Reserve Funds (R1-UR) are intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, emergencies or uninsured losses. The Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of the Village of Palmyra for the Capital Reserve Funds to be used and replenished as the Village's overall financial health provides. The Reserves serve a dynamic role and will be reviewed and adjusted in response to both internal and external changes.

Reserves can be established through a resolution of the Village board. The resolution will clearly identify the name of the reserve being created and the purpose of the reserve. The reserve may be amended through resolution.

A reserve fund can be recommended only if at least one of the following applies:

- A mandatory obligation exists, either pursuant to legislation or contract
- The funds are intended for purchasing or maintaining capital assets
- The funds are donated for a specific purpose
- The funds are intended to fund a future liability

Approval of funding allocations to and from the Reserves will be in accordance with the Village's established Budget process. If the purpose or purposed for which the reserve fund was created has been accomplished and is determined to no longer be necessary, the Village Board may vote by resolution to close the reserve fund and dispose of any remaining funds.

Reserve funds will be invested in accordance with the Village's approved investment policy. Earnings shall be credited to each separate reserve on a monthly basis based on the actual balance of the reserve account.

The target minimums for the Capital Reserve Funds are intended to provide a ready source of funds for repair or acquisition of buildings, leaseholds, furniture, fixtures, and equipment necessary of the effective operation of the Village and its programs.

There is no target amount calculation for each Capital Reserve and Reserve fund. It will be determined yearly before the budget is adopted by a frank discussion about departmental anticipated expenses and/or capital improvements.

VI. Annual Reporting

Reporting on the Capital Reserve Funds and the Unemployment Reserve shall occur on a monthly and yearly basis, as well as through the Annual Budget and Annual Update Document.

APPENDIX A  
THE CAPITAL RESERVES AND THE UNEMPLOYMENT RESERVE

- Capital Reserve Fund – Building R1  
This reserve fund was established July 19<sup>th</sup>, 1949, for the purpose of reconstruction of Village Hall. Re-established Oct. 21, 2019 as Maintenance, Repairs and Upgrades to Village Hall.
- Capital Reserve Fund – Fire Equipment R2

This reserve fund was established March 2<sup>nd</sup>, 1948 for the purpose of acquiring fire apparatus and equipment. Re-established Oct. 21, 2019.

- Capital Reserve Fund – Water R3  
This reserve fund was established February 15, 1949 for the purpose of construction, reconstruction and/or acquisition of the Village water system. Re-established on Oct. 21, 2019 as Maintenance, Repairs and Upgrades to the Village Water system.
- Capital Reserve Fund – Sewer R4  
This reserve fund was established Feb. 3<sup>rd</sup>, 1959 for the purpose originally to provide funding for test borings in connection with the completion of plans for a sewer system and a sweater treatment plant (Sewage System Test Boring Fund). This was changed to the Sewer Reserve Feb. 21, 1967 by Board resolution. Re-established on Oct. 21, 2019 as Maintenance, Repairs and Upgrades to the Village Sewer system, the Regional Sewer Treatment plant and related appurtenances.
- Capital Reserve Fund – Fire Hall Maintenance, Repair and Improvement R5  
This fund was established April 20, 1981. Re-established Oct. 21, 2019.
- Capital Reserve Fund – Street Repairs, Improvements or New Construction R6  
This fund was established April 20, 1981. Re-established Oct. 21, 2019.
- Capital Reserve Fund – Machinery and Equipment R7  
This fund was also established April 20, 1981 for the future acquisition of General Fund Machinery and Equipment. . Re-established Oct. 21, 2019.
- Capital Reserve Fund – Dedicated Park Land and Capital Improvement Fund R8  
This fund was established May 1, 1989 for the acquisition of Village park land and capital improvements in a Village Park. Re-established Oct. 21, 2019.
- Capital Reserve Fund – Unemployment Insurance Reserve Fund UR  
This fund was established December 6, 1977 for the payment of unemployment. Re-established Oct. 21, 2019.

**EXECUTIVE SESSION:** Motion was made and seconded to go into executive session for a discussion of personnel and contractual. Vote, 4 ayes. CARRIED.

There was no action taken during executive session and Mayor Husk declared return to public session.

**ADJOURNMENT:** Motion was made and seconded at adjourn at 7.40 p.m. Vote, 4 ayes. CARRIED.

Respectfully submitted,

Alicia M. Lynch  
Clerk Treasurer

