

VILLAGE OF PALMYRA BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
REGULAR MEETING
December 4, 2017 6:30 p.m.

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

CALL TO ORDER: Mayor Husk called the Annual Organizational Meeting to order at 6:30 pm., asking everyone to rise for the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

OATH: Trustee Wartars took the Oath of Office.

ANNUAL ORGANIZATIONAL MEETING: Motion Trustee Perry, second by Trustee Wartars to adopt the following annual organizational assignments, except where noted, all terms shall run through December 3, 2018.

BE IT RESOLVED that the Board of Trustees reestablishes the following trustee liaisons for a period of one year from December 4, 2017 through December 3, 2018. 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 Perry
3. Fire Department	Trustee Luke and Perry
4. Personnel	Trustees Luke and Perry
5. Zoning	Trustee Wartars
6. Revitalization & Economic Development	Trustee Luke
7. Streets, & highway	Mayor Husk and Trustee Nolan
8. Water & Sewer	Trustee Nolan
9. Youth & PCC	Trustee Luke
10. Celebrations & Special Events	Trustee Luke and Wartars
11. Veterans	Trustee Wartars
12. Seniors	Trustee Nolan
13. Fairgrounds/Union Agricultural Society	Trustee Perry
14. Preservation	Trustee Wartars
15. Union Negotiations	Trustee Nolan and Perry
16. Palmyra Macedon Central School District	Trustee Perry
17. Consultant to the Mayor	Christopher Piccola

CLERK Mayor Husk previously appointed Alicia M. Lynch, as CLERK TREASURER,
TREASURER appointment for a period of two years from December 5, 2016 through December 3, 2018.

TAX Mayor Husk previously appointed Alicia M. Lynch, as TAX COLLECTOR,
COLLECTOR as part of the duties of the CLERK TREASURER’S two year term.

ACTING Mayor Husk appointed William Abbott, as acting POLICE JUSTICE
JUSTICE: for a period of one year from December 4, 2017 through December 3, 2018
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 Husk appointed Patricia Peterson, COURT CLERK, for a period of one
CLERK: year from December 4, 2017 through December 3, 2018 as per Village Law 4-400, Sub.
Para. C, ii. with Justice approval.

VILLAGE Mayor Husk appointed Arthur B. Williams, as Village Attorney, for a period
ATTORNEY: of one year from December 4, 2017 through December 3, 2018.

HEALTH Mayor Husk appointed Dr. Robert Zukas, DO, as HEALTH OFFICER
OFFICER: term shall run through December 3, 2018.

REGISTRAR Mayor Husk appointed Irene Unterborn, Town Clerk, REGISTRAR FOR
VITAL VITAL STATISTICS from December 4, 2017 through December 3, 2018.
STATISTICS:

ANIMAL CONTROL OFFICER:	Mayor Husk appointed Gary Rose as ANIMAL CONTROL OFFICER December 4, 2017 through December 3, 2018.								
VILLAGE HISTORIAN	Mayor Husk appointed Beth Hoad, VILLAGE HISTORIAN, for a period of one year from December 4, 2017 through December 3, 2018.								
ZONING / PLANNING BOARD OR APPEALS PRESERVATION BOARDS:	<p>Mayor Husk moved the appointment of Tim Denniston as chair of the Zoning Board of Appeals, until November 30, 2018; term through November 30, 2019.</p> <p>Note: Previously appointed:</p> <ul style="list-style-type: none"> * John Goodspeed, term through November 30, 2018 * Chris Tome, term through November 30, 2021. * David Morrell. term through November 30, 2020. <p>Alternates: Two Vacancies.</p> <p>Mayor Husk moved the appointment of Christine Daly as Chair of the Preservation Board through November 30, 2018 term through November 2021.</p> <p>Previously appointed:</p> <ul style="list-style-type: none"> * James Elliott term through November 30, 2018. * Eleanor Drake term through November 30, 2021. * Michael Haskins term through November 30, 2018. * John Robbins term through November 30, 2019. <p>Alternate:</p> <ul style="list-style-type: none"> • Lisa Ondra Premyslovsky term through November 30, 2021 <p>Vacancy: One alternate</p>								
HISTORIC PRESERVATION LIASON TO MAYOR	Mayor Husk appointed Christine Daly for a period of one year from December 4, 2017 through December 3, 2018 as LIASON to the Mayor on issues pertaining to the Historic Preservation Committee.								
CANAL LIASON TO MAYOR	Mayor Husk appointed Vicky Daly for a period of one year from December 4, 2017 through December 3, 2018 as LIASON to the Mayor on issues pertaining to the Canal and Canal NY.								
YOUTH COMMISSION:	<p>Mayor Husk 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:</p> <table> <tr> <td>1. President</td><td>Amy Storey</td></tr> <tr> <td>2. Vice-president</td><td>Maureen Denniston</td></tr> <tr> <td>3. Secretary</td><td>Laurie Lawrence</td></tr> <tr> <td>4. Treasurer</td><td>John Morrisey</td></tr> </table>	1. President	Amy Storey	2. Vice-president	Maureen Denniston	3. Secretary	Laurie Lawrence	4. Treasurer	John Morrisey
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FIRE DEPT. OFFICIALS:	<p>Mayor Husk advised, based on the Palmyra Fire Department last election, that the following appointments be made:</p> <table> <tr> <td>1. Fire Chief</td><td>Warren Frederick</td></tr> <tr> <td>2. First Asst. Chief</td><td>John Pieters</td></tr> <tr> <td>3. Second Asst. Chief</td><td>Robert Devlin</td></tr> <tr> <td>4. Third Asst. Chief</td><td>Jason Dickinson</td></tr> </table>	1. Fire Chief	Warren Frederick	2. First Asst. Chief	John Pieters	3. Second Asst. Chief	Robert Devlin	4. Third Asst. Chief	Jason Dickinson
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BANK DEPOSITORY	<u>Community Bank N.S</u> 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:	<u>Roy McMaster, Capital Market Advisors,</u> shall be utilized by the Village Board of Trustees as Investment Counselor for the Village of Palmyra.								
OFFICIAL NEWSPAPER:	<i>The Times of Wayne County</i> shall be approved as the official newspaper for the Village and the <i>Messenger Post</i> 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, 2017)	7. July 4, 2018
2. New Year's Day (Jan. 1, 2018)	8. Labor Day (Sept 4, 2018)
3. Martin Luther King (Jan. 15, 2018)	9. Columbus Day (Oct. 8, 2018)
4. President's Day (Feb. 19, 2018)	10. Veterans' Day observed (Nov. 12, 2018)
5. Good Friday (March 30, 2018)	11. Thanksgiving (Nov. 22, 2018)
6. Memorial Day (May 28, 2018)	12. Day after Thanksgiving (Nov. 23, 2018)

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 6:30 pm. on the First and Third Monday, in the months of September through June, the Board will meet on the first Monday night of the month only for the months of 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 Husk	aye	Trustee Nolan	aye
Trustee Luke	aye	Trustee Wartens	aye
Trustee Perry	aye		

Vote: 5 ayes. CARRIED.

DEPUTY MAYOR: Mayor Husk appointed Trustee Richard T. Perry as Deputy Mayor.

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

- | | |
|------------------------|------------|
| 1. Budget Officer | Mayor Husk |
| 2. Police Commissioner | Mayor Husk |

Vote, 5 ayes. CARRIED.

REGULAR MEETING

APPROVAL OF ABSTRACT: Motion was made by Trustee Nolan, second by Trustee Perry to approve payment of Abstract 7A for Vouchers 513-547 for \$79,721.95. Vote: 4 ayes. CARRIED.

APPROVAL OF MINUTES: Motion was made by Trustee Nolan, second by Trustee Wartens to approve the minutes of Nov. 20, 2017 as submitted. Vote: 4 ayes.

CORRESPONDENCE/ANNOUNCEMENTS/INFORMATION:

- NYCOM- notification about NYSEG and/or RGE’s ESCOs have not been remitting Gross Utilities tax, new finding that even though they’re location might be different they will have to start paying the different localities
- Request from Andrew Campnella about a proclamation for School Choice Week, asked the Board to read and act on.

TRUSTEE REPORTS:

Trustee Luke reminded everyone once again about the upcoming Christmas in the Village celebration on Friday at 5:30 which takes place at the library with the Palmyra Community Center hosting the horse-drawn wagon rides.

Chief Frederick was in attendance to discuss the Fit Test Machine for \$10,000. He feels it can be purchased out of this year’s budget. Currently, the face masks should be sent out for testing at \$60.00 per unit and there are 30 of them. The equipment has a useful life of about 20 years, so that \$1800 yearly expenditure would pay for itself in about 5 ½ years. Some misconceptions about a \$7,500 grant from Senator Helming were cleared up; that grant is intended for purchasing just small equipment and the Fit Test Machine would not fit those requirements. After discussion, motion was made by Trustee Perry, second by Trustee Nolan to approve an expenditure not to exceed \$10,200 for the Fit Test Machine, funds to come from the Fire Department budget. Vote, 4 ayes. CARRIED.

Chief Frederick also fore-warned the Board about the new law requiring an updated Bail Out system for each interior firefighter; the old ones have become obsolete. The ones Chief Frederick looked into were roughly \$380 each, single use only. He has requested that Rick Bond from the County get him a copy of the new law and he will report back. He also reminded the Board about the new law regarding cancer coverage for firefighters which the Board acknowledged that something needs to be ready to be put in place as of June 1, 2018, and it is effective Jan. 1st, 2019.

He was given permission to seek pricing on a replacement for AP-1. Chief Frederick also reported that annual testing has been completed but he hasn't seen any reports yet. Trustee Luke requested copies of those once available.

Trustee Nolan reported that there will be a meeting on the proposed joint sewer treatment plant between all parties on Dec. 14 at 4:30 and then once again during the Macedon Town meeting. Mayor Husk and Trustee Nolan will be attending the 4:30 meeting.

Trustee Perry had no report but asked Chief Frederick to look into the selling of our old air packs to Dalmation and report back to the board by the next meeting in December.

Trustee Perry also said the Bldgs. and Grounds crew have finished up with the Village holiday lighting.

Trustee Warters attended a workshop on the new law regarding abandoned and distressed buildings and shared his information from that workshop with CEO Pat Sheridan. The Board discussed the new law as well as several properties that have been walked away from in the Village, such as the burned out house on W. Jackson.

Atty. Williams – no report.

Mayor Husk reported that he has met with Supt. Boesel, Trustee Perry and a representative from Hunt Engineering about the Fayette Street project overages.

NEW/OLD BUSINESS:

RESIGNATION: Motion was made by Trustee Nolan, second by Trustee Luke to accept the resignation from Chief Yates with thanks for his service, effective Dec. 27, and wishes for a happy retirement. (Dec. 26 to be his last work day) Vote, 4 ayes. CARRIED.

INTERIM: Motion was made by Trustee Nolan, second by Trustee Warters, to appoint Officer David Smith as Interim Police Chief through Dec. 26 and as Police Chief as per Civil Service regulations, subject to the terms being agreed upon thereafter. Vote 4 ayes. CARRIED.

FIRE DEPT. MEMBER: Motion was made by Trustee Luke, second by Trustee Perry moved to accept Rick Sturgill for membership into the Fire Department following completion of the appropriate training and a satisfactory physical examination. Vote, 4 ayes, CARRIED.

ADJOURNMENT: Motion was made and seconded to adjourn at 7:45 p.m. Vote, 4 ayes. CARRIED

Respectfully submitted,

Alicia M. Lynch
Clerk Treasurer

