

**VILLAGE OF PALMYRA BOARD OF TRUSTEES  
REGULAR MEETING**

February 4, 2002            7:00 p.m.

**CALL TO ORDER:** Mayor Daly called the meeting to order at 7:00 p.m.

**PRESENT:** Mayor Daly, Trustees Salomon, DeVogelaere, Palmer and Celentano, Attorney Arthur Williams.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES:** Motion by Trustee Celentano, second by Trustee DeVogelaere to approve the minutes from January 21, 2002 as submitted. Vote, 4 ayes. CARRIED.

**APPROVAL OF ABSTRACT:** Motion was made by Trustee Celentano, second by Trustee DeVogelaere to approve the payment of Abstract #8, vouchers 535-635 for \$483,289.73 and vouchers 636-641 for \$12,591.20. Vote, 4 ayes. CARRIED.

**CORRESPONDENCE/ANNOUNCEMENTS/INFORMATION:**

1. Habitat for Humanity - request for property: Board instructed Clerk to follow up with Habitat
2. US Senate - information on Bulletproof Vest grant
3. Wayne County Tourism – workshops: Motion by Trustee Palmer to expend \$20.00 to send Mayor Daly to workshop May 7<sup>th</sup>, Media Kit Preparation. Second by Trustee Celentano. Vote, 4 ayes. CARRIED.
4. NYS Dept of Health - public water supply alert: Trustee Salomon said Brian Bieda is looking into adding a motion detector alarm at water treatment plant.
5. Wes Alden - Rt. 31 reconstruction, Feb. 20, 2002 2:00 pm
6. Workshop schedule

**TRUSTEE REPORTS:** Trustee Salomon reviewed the letter from NYS Department of Health regarding their recent inspection. There are three violations that need to be addressed. One of those violations is regarding an emergency plan. ST Environmental will be submitting one for approval. Another violation involves the installation of a backflow preventer to the pump station on Laurentian Drive that services Salzburg Village. Trustee Salomon will meet with the Village Clerk to compose a letter to the owners of Salzburg.

Sniedze Associates and ST Environmental have been discussing the upgrade to the sewer treatment plant. It looks like everyone is in concurrence not to install a centrifuge system. Expansion of the drying beds versus the installation of a filter press system is still being discussed. ST is putting together a spreadsheet comparing costs to maintain both systems.

At the sewer treatment plant, one of the units that processes sludge is down. There is a back order on the needed part so polymers are being added to the sludge in order to stay within accepted guidelines.

Based on a recommendation from Brian Bieda, STE, motion was made by Trustee Salomon to expend \$1137.00 from Capital Water Purchases (H74) for a variable speed drive for the chorine booster pump. Second by Trustee Celentano. Vote, 4 ayes. CARRIED.

Since the contract with STE, the Village no longer pays any bills for the water and sewer department. Consequently, there are no line items in the budget for unexpected repairs to the water and sewer lines, repairs that are made by the Highway Department. In order to cover these unexpected costs, Trustee Salomon moved to adopt the following transfers:

\$1000.00 from F1990.4 Water Contingency to F8340.415 Water/highway repairs  
\$1000.00 from G1990.4 Sewer Contingency to G 8120.4 Sanitary sewers  
Second was made by Trustee DeVogelaere. Vote, 4 ayes. CARRIED.

The fees that the Village pays to the Watershed Commission and the Canandaigua Lake Commission are still being discussed. Richard Clayton will be contracting Kevin Olvaney to better understand these fees.

Trustee Celentano reported that the Highway Department has been busy with brush pick up due to the high winds last week and plowing from the recent snowfall.

Trustee DeVogelaere reported that he has spoken with Steve Hays and Steve is willing to serve as chair of the Zoning Board to replace David Cook. Motion was made by Trustee DeVogelaere to appoint Steve Hays as chair of the Zoning Board of Appeals, term to run through till November 30, 2002.

Trustee DeVogelaere received a letter from Gates Street resident Michael Tonovitz expressing interest in serving on the Zoning Board. Motion was made by Trustee DeVogelaere, second by Trustee Celentano to appoint Michael Tonovitz to the Zoning Board term from February 4, 2002 through November 30, 2004.

Trustee Palmer reported that Senator Nozzolio has informed him that he has corresponded with Charles Monihan with NYS DOT about the reconstruction of Route 31 and the business owners in the Village. The Economic Development Committee is getting a quote from Allen Associates for a promotional brochure of the Village. A draft will be ready in May. Trustee Palmer has been in contact with Liz Miller, co-owner of Zero's regarding a business directory for the Marina area. She is going to submit her suggestions to him.

Attorney Williams – no report.

Mayor Daly attended a meeting of the local chapter of Business Network International. She reported that it is a business referral system that has shown significant results for its members. She will be speaking at the local Chamber of Commerce meeting soon. A short discussion took place regarding a request from a Village resident that would like a copy of the upcoming budget materials. According to Attorney Williams, any budget materials created and presented at meetings and budget workshops are public information available through FOIL. Lastly, Mayor Daly handed out copies of the updated brochures on the Village Hall.

Clerk Lynch distributed a request from ProSoft, our municipal software consultant and asked the Board to approve the request. Mr. Tomaselli is negotiating with Gemini to acquire the "source code" or programs that a programmer can modify. Gemini is the municipal software the Village uses for Budgetary, Payroll and Utility Billing. For the \$2000 investment, the Village will become part of a "users group" that will meet to customize the Gemini software. Once modifications are made and implemented, Mr. Tomaselli will recode the programs in a more state-of-the-art language (a Windows based program). There is enough left in H85-Computers to cover this expenditure. Motion by Trustee Celentano, second by Trustee DeVogelaere to approve the request from ProSoft and the Village Clerk. Vote, 4 ayes. CARRIED.

#### **NEW/OLD BUSINESS:**

**ALDRICH CHANGE BRIDGE:** Volunteer Bridge Coordinator, Jay Harding gave the Board an update on the Aldrich Change Bridge. Clough Harbour will continue to oversee the engineering aspects of the bridge. The highway department and the County Parks have agreed to complete several tasks, ie. site work. Code Enforcement Officer Bob Grier will do daily inspections during the construction phase. Once Nicoletta Building Contractors have completed the abutments, volunteers will assemble the bridge under the supervision of Frank Griggs. Mr. Griggs is volunteering his time for this task.

**HISTORIC PALMYRA REQUEST:** Historic Palmyra has expressed in interest in retrieving the bathroom fixtures located upstairs of Village Hall. The toilets were made by Tuttle and manufactured right here in Palmyra. They will remove the toilets themselves. Motion by Trustee DeVogelaere, second by Trustee Celentano to declare the bathroom fixtures of the old Community Center as surplus. Vote, 4 ayes. CARRIED. Motion by Trustee Celentano, second by Trustee DeVogelaere to declare a fair market value of \$1.00 per fixture and agree to sell to Historic Palmyra for same. Vote, 4 ayes. CARRIED.

**TREASURER DARLENE MATTESON:** Treasurer Matteson gave an overview of the budget process, procurement policy and purchase order procedures. She reported on

several changes that Roy McMaster, Fiscal Advisors, suggests that the Village consider. The first being the addition of guidelines for the use of purchase orders to the procurement policy. Motion was made by Trustee Celentano, to amend the procurement policy as follows:

7. e. Purchase orders: Goods and services valued at \$250.00 or above will be contracted for through the use of a purchase order. A blanket purchase order will be issued for no more than \$500.00.

Motion was withdrawn, further discussion to take place following a staff meeting with the department heads.

Another recommendation from Mr. McMaster is eliminating some of the line items in the budget which would simplify accounting. As it stands now, many of the departments have several line items under their .4. For example, under the Village Clerk's budget there is .4 Contractual, .420 Legal, .425 Memberships, .428 Telephone. Mr. McMaster suggests we collapse these lines items all under a single .4 line item.

Motion by Mayor Daly, second by Trustee Celentano to enter executive session at 8:35 p.m. for discussion of personnel. Vote, 4 ayes. CARRIED.

### **EXECUTIVE SESSION**

Motion by Trustee DeVogelaere, second by Trustee Celentano to re-enter public session at 9:12 p.m., with no action having been taken. Vote, 4 ayes. CARRIED.

**POLICE OFFICER:** Motion by Trustee Celentano, second by Trustee DeVogelaere, to extend Jason Allen's term of employment up to April 15<sup>th</sup>, to be reviewed at the March 18<sup>th</sup> Board meeting. Vote, 4 ayes. CARRIED.

**ADJOURNMENT:** Motion to adjourn at 9:15 p.m. by Trustee Celentano, second by Trustee DeVogelaere. Vote, 4 ayes. CARRIED.

Respectfully submitted,

Alicia M. Lynch  
Village Clerk