

**VILLAGE OF PALMYRA BOARD OF TRUSTEES**

**ANNUAL ORGANIZATIONAL MEETING**

December 2, 2002

7:00 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.

**PLEDGE OF ALLEGIANCE**

**ANNUAL ORGANIZATIONAL MEETING:** Mayor Daly welcomed Trustee Piccola to his first meeting following the November election. There was one change from the draft packet which was handed out last week. The term Fire Department Custodian was misleading as to what the position's actual duties are, so after checking with Civil Service it will be replaced with the term "Maintenance Mechanic".

Mayor Daly moved to adopt the following annual organizational assignments and regulations. Trustee Celentano seconded the motion. Mayor Daly opened the floor for discussion.

*Discussion:* Trustee Salomon pointed out that the organizational summary has meetings set for 6:30 pm. Mayor Daly assured Trustee Salomon that it was a typographical error and should be 7:00 pm. Trustee Salomon thought it should stay as written and the meetings moved back to 6:30 pm. Trustee Celentano moved to change the meetings to 6:30 pm. However, the motion was not seconded as there was already a motion on the floor. And according to Attorney Williams, the person making the original motion should be the one to amend it.

Mayor Daly asked that the Board continue discussing any questions before any amendments to the motion were made. Trustee Piccola had a question regarding the purpose of the employee bonds and the amounts. Mayor Daly explained that the amounts come under advisement from VanParys. It is for coverage against theft and embezzlement. The Village has regular negligence or liability insurance for every thing else.

Clerk Lynch noted that the holiday schedule had been changed to include closing the office a half day on Christmas Eve and New Year's Eve in lieu of one of the floating holidays. The other two floating holidays will be taken separately and will mean that the office will be open an extra two days per year. Additionally, the office will be opened on Election Day but closed for Veteran's Day. Trustee Salomon thought summer hours should be included in the summary. Traditionally the Board has moved to one meeting a month in June, July and August.

Trustee Celentano and Trustee Salomon both voiced opinions that the meetings be moved back to 6:30 pm. as there has been no increased attendance since having the meetings at 7:00 pm. Mayor Daly thought the meetings should remain at 7:00 for a number of reasons. First of all, she felt that the meetings for the past year have not been difficult as far as length is concerned. Secondly, the 7:00 meeting time enables people who work outside the Village to get home and get to the meetings, especially with the bad weather and poor driving conditions that may arise during the winter. Trustees Celentano and Salomon feel that if issues concern the people – they'll be here. People will come if they want to come and they do come when they have something to say or if there's an important issue that they want to hear.

**VILLAGE** Mayor Daly moved the appointment of Alicia M. Lynch as Village Clerk,

**CLERK:** She served as temporary from December 2, 2002 through December 6, 2004 for...

**COURT CLERK:** Mayor Daly moved the appointment of Patricia Peterson, COURT CLERK, appointment for a period of one year from December 2,2002 ending December 1,2003 as per Village Law 4-400, Sub. Para. C, ii. with Justice approval.

**VILLAGE ATTORNEY:** Mayor Daly moved the appointment of Arthur Williams, as Village Attorney, for a period of one year from December 2, 2002 ending December 1, 2003.

**VILLAGE TREASURER:** Mayor Daly moved the appointment of Darlene Matteson as VILLAGE TREASURER appointment for a period of two years from December 2, through December 6, 2004 as per Village Law #7 1975.

**TAX COLLECTOR:** Mayor Daly moved that the TAX COLLECTOR shall be Darlene Matteson as part of the duties of the TREASURER two year term.

**HEALTH OFFICER:** Mayor Daly moved the appointment of Dr. Malcolm Riggs, MD, as HEALTH OFFICER was previously established and shall run through December 1, 2003.

**REGISTRAR VITAL STATISTICS:** Mayor Daly moved the appointment of Cathy Contant, Town Clerk, REGISTRAR FOR VITAL STATISTICS appointment from December 2, 2002 through December 31, 2002 and Lynne Green, Town Clerk, appointment from January 1, 2003 through December 1, 2003.

**ANIMAL CONTROL OFFICER:** Mayor Daly moved the appointment of Gary Rose as ANIMAL CONTROL OFFICER appointment from December 2, 2002 through December 1, 2003.

**VILLAGE HISTORIAN** Mayor Daly moved the appointment of Beth Hoad, Historian, appointment for a period of one year from December 2, 2002 ending December 1, 2003.

**PLANNING/ ZONING BOARDS:** Mayor Daly moved the appointment of Steve Hays as a member of the Zoning Board of Appeals, term to expire 11/30/06 and his appointment as chair of the Zoning Board through November 30, 2003.  
Previously appointed:  
Steve Landgrebe term beginning November 30, 2001through November 30, 2005  
David McDowell term beginning June 2000 through November 30, 2003  
Michael Tonovitz term beginning February 2002 through November 30, 2004  
Vacancies: One full member and two alternates.

William Unterborn, term to expire 11/30/04 and his appointment as a Chair of the Planning Board term to expire November 20, 2003.  
Kathy Wooden term beginning November 30, 2001 through November 30, 2006  
Iain Gellatly term beginning November 30, 2001 through November 30, 2006  
Carey Bailey term beginning April 2002 through November 30, 2007/  
Vacancies: Two full members and one alternate.

**COUNSELRS:** 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 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
2. Memorial Day
3. July 4<sup>th</sup>
4. Labor Day
5. Veteran's Day
6. Thanksgiving
7. Day after Thanksgiving
8. Christmas Eve – afternoon only
9. Christmas
10. New Year's Eve – afternoon only
11. New Year's Day

Two floating holidays, to be taken separately with prior approval of Personnel Officer or the Mayor.

As per N.Y. Village Law, Deputy Mayor Palmer announced the following appointments:

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

**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 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, § 87(2)(b). All executive sessions shall be commenced in a public meeting.

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:

Trustee Salomon	aye	Trustee Palmer	aye
Trustee Piccola	aye	Trustee Celentano	aye
Mayor Daly	aye		

**Unanimous/Carried/Defeated**

Trustee Celentano moved , Trustee Salomon seconded that we begin the meetings once again at 6:30.

**Unanimous/Carried/Defeated**

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

- ?? Wayne County Health – changes to Public Health Law – rabies and classification of Animal Control Officer/Dog catcher
- ?? AFLAC – open enrollment

**TRUSTEE REPORTS:** Trustee Celentano reported that the Highway Department may be able to return to leaf pickup if the weather breaks, right now they're too busy plowing.

Trustee Piccola – no report. He does have letters of interest for vacancies on the planning and zoning boards which he will be reviewing.

Trustee Salomon reported that the Village has received the approval certification from the NYS Department of Health for the completed work on Clinton Street. Sniedze Associates has provided estimates of the total project cost for the sewer upgrade but Trustee Salomon is waiting for estimates from Sniedze Associates regarding the segment of the upgrade concerning the replacement of the drying beds. It looks as though this segment of the project will not take place and perhaps that money can be used to help defray costs of the debt repayment. Additionally, there have been discussions about replacing the pumping stations and the force main. This Phase would cost about \$314,600. This phase has not been bid yet, the Board will need to decide if they want to pursue Sniedze's and ST's recommendation.

Trustee Palmer reported that there is a need for some additional tables at the Park & Club Rooms. The Fire Department is looking into replacing their tables so there may be some surplus tables available through them. He will let us know. Trustee Salomon also said that he could get his hands on some tables as well. Attorney Williams reported that he still has not received any information from the bonding company on the status of the Marina liens.

Mayor Daly reported that Route 31 is officially done for the season. DOT and Villager will be scheduling a meeting prior to construction with merchants and property owners. The Small Cities Committee will be meeting December 4<sup>th</sup>. Charles Monahan of Selective Insurance walked through Village owned property for the company's underwriters. He will be providing a written report if he finds anything that needs to be addressed. The Tourism Committee will also be meeting on December 4<sup>th</sup>. Three newspaper articles have recently mentioned Palmyra. The Canal Corporation noted a 3.1% increase in canal traffic. Palmyra, along with Macedon and Newark were cited for our efforts to utilize the canal and for making it inviting to canal users. And an article in the Daily Messenger by Julie Phillips reported on the Writer's Guild that has been formed. They meet at the new Zen Garden Café. Mayor Daly has been in contact with Kathleen Skinner, Canalside Rentals – they do intend to be a presence in the Marina next year.

Lastly, as recommended by Mayor Daly, Trustee Celentano moved to name Terri Ziegler and Peter Langfield to the Economic Task Force. Second was made by Trustee Palmer.

Voting as follows:

Trustee Salomon	aye	Trustee Palmer	aye
Trustee Piccola	aye	Trustee Celentano	aye

**Unanimous/Carried/Defeated**

**NEW/OLD BUSINESS:**

**CONIFER REQUEST:** Code Enforcement Officer Grier addressed the Board about Conifer's request for

**EXECUTIVE SESSION**

Motion by Trustee Celentano, second by Trustee Piccola to re-enter public session at 8:50 pm with no action having been taken. . Voting as follows:

Trustee Salomon	aye	Trustee Palmer	aye
Trustee Piccola	aye	Trustee Celentano	aye

**Unanimous/Carried/Defeated**

**ADJOURNMENT:** Motion to adjourn at 8:51 p.m. by Trustee Celentano, second by Trustee Piccola. Voting as follows:

Trustee Salomon	aye	Trustee Palmer	aye
Trustee Piccola	aye	Trustee Celentano	aye

**Unanimous/Carried/Defeated**

Respectfully submitted,

Alicia M. Lynch  
Village Clerk