

VILLAGE OF PALMYRA
BOARD OF TRUSTEES
August 3, 2026 6:00 PM
REGULAR MEETING

ROLE CALL – Present: Mayor Perry, Trustees Luke, Denniston, Parkison and Attorney St. Martin. Absent: Deputy Mayor Leo

OTHER ATTENDEES – Paul White, Ed DeWolf (*Code Enforcement*), Robin Knorr, Anne Marie Short, Tracy Vanderwall, David Freeland, James Elliott, Linda Valley, Kammy Catchman, Nick Dandino and Mikel Hallings (*Palmyra Fire Company*), Gigit Graham, David Husk,

PLEDGE OF ALLEGIANCE – Mayor Perry called the public hearing to order at 6:00 pm.

PUBLIC HEARING –

What is a Public Hearing? Many statutes require the holding of a public hearing before a public body (Village Board) may take a specific action. Perhaps the most well-known public hearing requirement is for enacting or possibly changing local laws.

Why are public hearings required? When attempting to divine the requirements for conducting public hearings, it is necessary to consider the two most important reasons for requiring public hearings.

- To ensure that the Village Board charged with taking action on a particular issue is fully aware of the public's sentiment about the proposed action.
- To give the public an opportunity to voice their concerns, opposition, or support for the proposed action.

The difference between a Regular meeting and a public hearing meeting is a regular meeting, is the convening of a quorum of a board for the purpose of conducting business in public. A Public Hearing is a meeting of the board, at which the public must be allowed to comment only on the matter of the public hearing.

May restrictions be placed on public comment? Anyone who wishes to speak at the public hearing must be given the opportunity to speak. However, there are some restrictions that the board may place upon participation at the public hearing. The Board generally must limit comments to the topic of the public hearing. Also, the board may impose reasonable time limits on those requesting to speak on the topic of hearing.

Answering questions at the Public Hearing: Members of the village board do not have to answer questions or give analysis at a public hearing. It is to hear comments regarding the topic, in order to make a decision moving forward.

Guidelines for Public comments at a Public Hearing are as follows:

*Speaker must be recognized by presiding officer to approach the podium.

*Speaker must give their name and address.

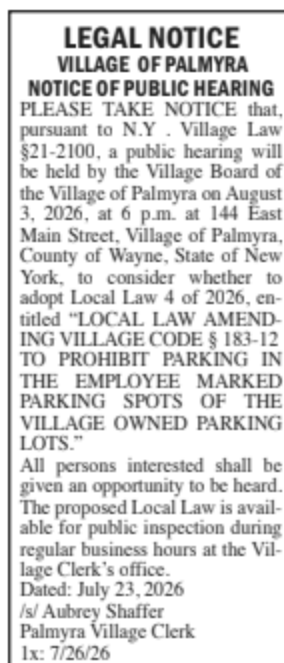
*Speaker must limit their remarks to 3 minutes privilege of the floor,

* Speaker may not yield any remaining time they may have to another speaker.

* Board members may, with the permission of the presiding officer, interrupt a speaker during their remarks for clarification purposes only.

LOCAL LAW NO. 4 OF 2026 –

AMENDING VILLAGE CODE § 183-12 TO PROHIBIT PARKING IN THE EMPLOYEE MARKED PARKING SPOTS OF THE VILLAGE OWNED PARKING LOTS per the following Notice of Public Hearing that was published in the Times of Wayne County on July 26, 2026.



The following shall be read aloud by Clerk-Treasurer Shaffer:

Local Law No. 4 of 2026
Village of Palmyra, County of Wayne

LOCAL LAW NO. 4 OF 2026, LOCAL LAW AMENDING VILLAGE CODE § 183-12 TO PROHIBIT PARKING IN THE EMPLOYEE MARKED PARKING SPOTS OF THE VILLAGE OWNED PARKING LOTS

Be it enacted by the Village Board of Trustees of the Village of Palmyra as follows:

Section 1. Title

This Local Law shall be referred to as the "Local Law Amending Village Code § 183-12 to Prohibit Parking in the Employee Marked Parking Spots of the Public Parking Lot that is Adjacent to Village Hall."

Section 2. Authority and Purpose

The Village Board of Trustees of the Village of Palmyra, Wayne County, State of New York, is vested by the State of New York, pursuant to § 1640 of the Vehicle and Traffic Law, to regulate roadways within the Village and is authorized to regulate parking within lots owned by the Village.

Section 3. Village Code § 183-12 titled "Regulations for Village Parking Lots" is hereby Amended

The Village Code § 183-12, is hereby amended by inserting the following language as subdivision (C) of such section

C. No person shall park in any parking spots with signage marking such spots as “Village Staff Parking Only,” during the times designated on such signs, unless such person is an employee, or public officer, or duly elected or appointed official of the Village of Palmyra.

Section 4. Effective Date.

This Local Law shall take effect immediately when it is filed in the Office of the Secretary of State in accordance with section 27 of the Municipal Home Rule Law.

PUBLIC COMMENT –

Robin Knorr: Ms. Knorr asked for clarification regarding the proposed parking restrictions, including signage, hours, cost, and the area affected. Mayor Perry clarified that signage is already in place and the restriction applies only to five designated spaces along the back side of the municipal lot here at the Village Hall. The restriction is being codified with the State at the recommendation of Village attorneys due to ongoing parking issues, which will allow violations to be ticketed once effective.

Tracy Vanderwall: Ms. Vanderwall asked whether the parking restrictions apply during the Farmers’ Market. Mayor Perry confirmed that the restrictions apply during the hours posted on the signs and that the designated spaces are reserved for employees during those times.

Anne Marie Short: Ms. Short asked whether the restriction would eliminate any handicapped parking spaces. Mayor Perry clarified that no handicapped spaces are affected and the restriction applies only to the five spaces behind the building already designated as employee parking.

As there were no additional audience members who wished to speak, Mayor Perry closed the Public Hearing at 6:05 pm.

CALL TO ORDER – Mayor Perry called the regular meeting to order at 6:05 pm.

REGULAR MEETING –

PUBLIC COMMENT – No requests received as of 5pm on Friday July 31, 2026.

APPROVAL OF MINUTES –

MOTION TO APPROVE July 6, 2026 minutes as submitted made by Trustee Parkison, seconded by Trustee Luke. Votes, 3 ayes, CARRIED.

APPROVAL OF ABSTRACT –

MOTION TO APPROVE 3A Vouchers 27-00097 through 27-00152 for \$961,114.32 made by Trustee Luke, seconded by Trustee Denniston. Votes, 3 ayes, CARRIED.

***Clerk-Treasurer Shaffer notes that this abstract is substantial as it includes the WWTP Annual Billing invoice of \$850,528.00 owed to WCWSA.*

Ms. Short asked whether the expenses paid to Slack Chemical are reimbursed to the Village, initially believing they were related to wastewater treatment. Clerk-Treasurer Shaffer was clarified that the chemicals are for the water treatment facility, not for waste water treatment. As such, they are not reimbursed.

CORRESPONDENCE/ANNOUNCEMENTS/INFORMATION – None

TRUSTEE REPORTS –

Trustee Parkison: Code has issued two permits and completed four inspections. Trustee Parkison also announced that the American Legion will hold a fall fundraiser on September 12, featuring a chicken barbecue beginning at 11:00 a.m. until sold out, along with raffles throughout the day.

Mayor Perry asked Ed DeWolf to explain the Code Enforcement process for overgrown lawns and repeat violations. Ed stated that a violation letter is issued pursuant to the Property Maintenance Law, providing the property owner time to mow. He typically sends a second notice as a reminder before issuing an appearance ticket, noting that residents may sometimes fall behind due to financial, health, or other circumstances and he prefers to resolve violations cooperatively when possible. If the violation remains unresolved, an appearance ticket may be issued and the matter brought before the Judge. Repeat violations within the same year may result in additional fines.

Mayor Perry clarified that the purpose of the discussion was to ensure residents understand that the Village must follow the required enforcement process and cannot simply enter private property and mow an overgrown lawn immediately upon receiving a complaint.

Trustee Denniston: No Farmers' Market attendance count was available for the previous week due to the weather-related closure. He noted that the Village is still awaiting a response on the playground grant application and thanked Clerk-Treasurer Shaffer for her assistance in submitting our application. He also noted that the Fair begins Monday.

Trustee Luke: Trustee Luke reported that the Water Department successfully completed its routine raw water intake inspection in Canandaigua Lake and will begin the Tremont Street water main extension project tomorrow. Discussion was also held regarding a hydrant on private property that is currently out of service. It was clarified that the issue

has been addressed with the property owner since April and that the damaged portion of the line is located on private property and is therefore not the Village's responsibility to repair.

Trustee Luke also addressed recent odor complaints regarding the Wastewater Treatment Plant. An odor-control unit utilizing activated carbon has been ordered to treat discharged gases from the influent building, where most of the odor originates, but delivery is not expected until late fall. Recent septic tank pump-outs appear to have contributed to increased odors. Staff are monitoring that program and have increased chemical treatment in an effort to minimize odors until the new unit is installed.

Lastly, Trustee Luke also reported that the recent America's 250th birthday celebration was not well-attended. However, the event included a car show, food trucks, and a movie in the park. She thanked Jeanette Eckert for her efforts in coordinating the event and securing sponsorships for the movie, cupcakes donated by Mark Crane, Alpco sponsored 250 children's goodie bags, and other refreshments were provided as well. She also extended a heartfelt thank you to Jeanette's son, Michael, for his work cleaning and preparing the Village Park.

Trustee Leo: *Excused.*

Mikel Hallings – Fire Dept: The Fire Department responded to 36 calls in July, including 13 fire-related calls and several mutual aid responses. The Department also provided standby coverage for Farmington's carnival. Annual testing of hoses, air packs, masks, and thermal imaging cameras was completed; one hose failed and was replaced, with all other equipment passing. Farmington provided three radios capable of operating in both Ontario and Wayne Counties.

Mr. Hallings also reviewed preparations for the upcoming Fair, noting that Palmyra and East Palmyra will provide coverage at the Fair, with mutual aid departments rotating to ensure continued coverage throughout the fire district. Additional fire police assistance will also be requested from departments throughout Wayne County.

Nick Dandino – Fire Company – The Company's first involvement with the Farmington Carnival was a significant success and helped establish a strong working relationship with the Farmington department, whose members were very helpful and supportive.

Ms. Knorr asked for a progress update on the Department's efforts to move forward independently. Mr. Dandino advised they have a meeting scheduled with the Town on August 27, at which time the matter will be presented and discussed. He noted that the parties involved appear to be on board with the proposal and that the process is moving in a positive direction.

Mr. Dandino later added that the Fire Department recently participated in three parades, displaying America's 250th anniversary banners on the fire trucks. He noted that the

displays have received positive recognition at the events and clarified that they only take one Rescue truck to such events.

Ms. Knorr inquired whether three estimates had been obtained for previously discussed Fire Hall repairs. Mayor Perry confirmed that the Fire Department had been directed to obtain three estimates; however, a donor volunteered the necessary time and resources to complete the repairs so the estimates were no longer needed. Ms. Knorr suggested the donor be recognized, and Chief Hallings advised that the donor wished to remain anonymous.

Mayor Perry – Highway: Crews completed routine Main Street trash collection, brush pickup, and street sweeping on the east side of the Village. They also completed yard repairs on Howell Street, a water box repair on Fayette Street, marina and parking lot cleanup, and event preparation of Village Park for the celebration event. Work also included rehabilitation of a West Jackson Street catch basin, sidewalk removal, forming, concrete repairs and yard restoration on Throop Street, along with asphalt milling, preparation and restoration. Crews also performed repairs and maintenance on several Highway Department vehicles and equipment and prepared materials for the Tremont Street water project. Mayor Perry noted that the Village maintains more than 155 catch basins.

Mayor Perry – Buildings & Grounds: Crews completed four interments, nine cemetery foundations started, and ongoing tree work, mowing, and string trimming throughout the cemetery, which contains approximately 10,700 headstones. Of note, this crew is also responsible for maintaining approximately seven Town cemeteries, as well. A fallen tree behind the American Legion was cut back and debris removed.

Additional work included replacement of a faulty electrical plug at the Fire Hall used to keep trucks charged, daily watering of hanging baskets, marina garbage collection, trimming and mulching at the Village Park, removal of overgrown shrubs, installation of the Fair banner, removal of senior class banners, and removal of flags in front of the park and at grave sites.

DEPARTMENT HEAD REPORTS –

Chief DiNardo – Police: absent: Mayor Perry reported that the Police Department responded to 437 calls for service during July and that Sergeant Lergner has resigned.

MOTION TO ACCEPT Letter of Resignation for Earl Lergner (*Police*), effective July 20, 2026 made by Trustee Parkison, seconded by Trustee Denniston. Votes, 3 ayes, CARRIED.

Aubrey Shaffer – Clerk’s Office: Clerk-Treasurer Shaffer reported on the transition and training of the new Deputy Clerk, who will begin full-time tomorrow, as well as the implementation of new revenue processing and A/P workflows to strengthen internal

controls and improve efficiency. Ms. Shaffer continued coordinating with vendors to update Village contact information and streamline payment processes, processed FOIL requests, and coordinated with WCWSA regarding annual lead service line notifications.

She also continued work on the EV charger grant and sewer study grant reimbursement documentation, reviewed Village insurance coverages and limits with agency representatives, and worked with counsel on proposed local laws and upcoming FEMA compliance requirements. Additional work included final implementation of the newly ratified DPW union contract, submission of certified payroll to Wayne County and monthly NYSLRS reporting, and ongoing financial, HR, and administrative operations.

OLD/NEW BUSINESS –

Ed DeWolf & Paul White – Fayette/Main St: Paul White and Ed DeWolf discussed White's request to convert approximately 1,700 square feet of garage space at 244–246 East Main Street into two residential units facing Fayette Street. Mr. White's request for a use variance had previously been denied by the Zoning Board of Appeals because the property is located within the Business Overlay District, which restricts first-floor residential use.

Mr. White explained that the proposed units would be located approximately 150 feet from Main Street and would consist of one one-bedroom unit and one two-bedroom unit. The building currently contains eight apartments and three commercial storefronts. White noted that he has been unsuccessful in finding a suitable commercial tenant for the garage space and believes residential use would be more compatible with the surrounding Fayette Street neighborhood and the existing apartment located above the garages.

Village Attorney Matt St. Martin discussed potential zoning concerns, including the general prohibition against spot zoning, possible subdivision of the property, and amendment of the Village zoning map through local law. He recommended reviewing the Village Comprehensive Plan and applicable zoning requirements to determine available options.

The Board expressed interest in exploring the request, particularly given the opportunity to add two additional housing units, and agreed to work with counsel to determine what options may be available and report back to Mr. White.

MOTION TO ACCEPT Letter of Resignation for Austin Exton (*Highway*), effective August 12, 2026 made by Trustee Denniston, seconded by Trustee Parkison. Votes, 3 ayes, CARRIED.

MOTION TO REMOVE Ellie Drake as a member of the preservation commission made by Trustee Parkison, seconded by Trustee Denniston. Votes, 3 ayes, CARRIED.

MOTION TO APPOINT Frank Graham as a member of the preservation commission made by Trustee Denniston, seconded by Trustee Luke. Votes, 3 ayes, CARRIED.

Ms. Knorr inquired as to whether or not the employees who resigned will be replaced. Mayor Perry confirmed we will post the opening for the Highway Department, but not for the Police Department as we currently have enough staff to fill this role.

Ms. Knorr also asked for clarification regarding septic tank pump-outs being brought to and processed at the Wastewater Treatment Plant, including whether the Village receives revenue for accepting them. It was explained that the plant does accept and process septic waste; however, the Village does not receive revenue for such operations and additional questions regarding the associated revenue would need to be directed to Marty Aman at Wayne County Water & Sewer Authority.

EXECUTIVE SESSION –

As there were no further regular items to be discussed, a MOTION WAS MADE by Trustee Denniston, seconded by Trustee Parkison to enter Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation at 6:45 pm.

Vote, 3 ayes, CARRIED.

Mayor Perry declared the return to public session at 7:51pm.

ADJOURNMENT –

Motion was made by Trustee Denniston, seconded by Trustee Luke to adjourn at 7:51 pm. Vote, 3 ayes, CARRIED.

NEXT MEETING –

Next meeting will be September 14, 2026, at 6:00pm at the Village Hall.

Please be courteous to those who are speaking and not talk amongst yourselves. If you need to have a conversation, please step into the hallway so that you do not disturb others who are trying to listen.

Respectfully submitted,
Aubrey Shaffer, Clerk-Treasurer