

VILLAGE OF PALMYRA
BOARD OF TRUSTEES
June 1, 2026 6:00 PM
REGULAR MEETING

ROLE CALL – Present: Mayor Perry, Trustee Parkison, Trustee Leo, Trustee Luke, Trustee Denniston. Attorney St. Martin was absent.

OTHER ATTENDEES – Robin Knorr, James Elliot, Tracy Vanderwall, Gigit Graham, David Freeland, David Dalton, David Husk, Ora Rothfuss.

PLEDGE OF ALLEGIANCE –

CALL TO ORDER – Mayor Perry called the meeting to order at 6:00pm

REGULAR MEETING –

PUBLIC COMMENT –

Robin Knorr – Tremont St Project, Audit: Ms. Knorr requested an update on the Tremont Street project, noting a lack of visible progress and communication from Highway Superintendent Mike Boesel. Mayor Perry advised that discussions regarding a potential easement are ongoing and that the Village cannot pay more than fair market value for the property. He further stated that the project will proceed regardless of the outcome of the easement negotiations, though the planned turnaround area may be affected. Ms. Knorr also requested more frequent updates for affected residents.

Ms. Knorr also asked questions regarding the Village's annual audit process, including the status of the 2025 audit, prior audit recommendations, investment practices, and inventory records. Trustee Luke explained that recommendations are reviewed annually, Village funds are invested in certificates of deposit rather than market-based investments, and inventory information has been collected from department heads. The cost of retaining an outside auditing firm was also discussed. Ms. Knorr indicated she would like to discuss several audit-related questions further, and Trustee Luke agreed to meet with her at a later date.

Gigit Graham – Budget, Brush Pick Up: Ms. Graham raised questions regarding salary allocations within the water budget, personnel costs, employee timekeeping and oversight, and the hours of operation for the Village Clerk's Office. Mayor Perry and Clerk-Treasurer Shaffer provided clarification on employee supervision, payroll practices, office hours, and the processing of tax levies. Ms. Graham also reported concerns regarding lawn damage allegedly caused during brush pickup operations. Mayor Perry requested that photographs and details be submitted so the matter could be investigated and addressed.

Tracy Vanderwall – Police Dept, Sewer Plant, Budget: Ms. Vanderwall expressed concerns regarding odors from the wastewater treatment plant and was advised that she should contact Wayne County Water and Sewer Authority regarding those concerns as the facility is owned and operated by WCWSA, not the Village. She also raised several questions regarding the 2025-2026 budget, including water fund personnel expenses, Treasurer-related budget lines, accounting and actuarial expenditures, and police department staffing. Village officials provided clarification where possible and agreed to review certain budget items and provide additional information. Ms. Vanderwall also raised concerns regarding an outdated Village Clerk's Office voicemail message and inquired about police reimbursement revenues associated with special events and the distribution of tax bills.

****Pursuant to the Rules of New York Village Law, the Local Laws of the Village of Palmyra, and the Board's Rules of Procedure, the following applies:*

*The public does not have the authority to place an item on the agenda. If a concern does arise, they should first contact the Department Head or Supervisor to ask questions regarding their issue. If unsatisfied with the response from them, the resident should seek out the Board Liaison in charge of the area. If the resident still feels they haven't been given the information desires the Mayor may consider if it then goes on the agenda.****

APPROVAL OF MINUTES –

MOTION TO APPROVE May 18, 2026 minutes as submitted. Motion made by Trustee Luke, seconded by Trustee Parkison. Votes, 4 ayes, CARRIED.

APPROVAL OF ABSTRACT – Postponed due to software issues.

CORRESPONDENCE/ANNOUNCEMENTS/INFORMATION – None

TRUSTEE REPORTS –

Trustee Parkison: Code Enforcement issued four permits, completed seven inspections, issued one certificate, and sent four violation notices during the reporting period, a violation notice was issued for 334 West Main Street regarding lawn maintenance and that concerns regarding the Speedway property are being reviewed.

Trustee Parkinson also noted that the American Legion food booth would be participating in the Farmers Market each Wednesday from 4:00 p.m. to 7:00 p.m. He recognized upcoming patriotic observances in June, including the U.S. Army's Birthday, Flag Day, and the U.S. Coast Guard Auxiliary's Birthday. In closing, he thanked the Buildings and Grounds Department and Highway Department staff for their efforts in preparing for Memorial Day and assisting with the parade.

Trustee Denniston: Trustee Denniston reported that he delivered remarks on behalf of the Board during the Village's Memorial Day observance. He also commended the

Buildings and Grounds Department for its work preparing the Village for the event and also thanked the Police Department for their efforts in supporting the Memorial Day Parade.

Trustee Luke: Trustee Luke reported that the Water Department is obtaining quotes for a routine inspection of the Village's lake water intake. She noted that the first quote received was approximately \$5,000 and that additional quotes are being sought. Discussion followed regarding potential inspection methods, including the possible use of underwater drone technology before retaining divers. Mayor Perry emphasized the importance of inspecting the intake, which has not been evaluated in several years, to determine whether conditions at the intake may be contributing to operational issues.

Trustee Leo: Chief Hallings advised that the Fire Department responded to 35 calls during the month of May, including 11 fire alarm/CO calls and 7 ambulance assists, with the remaining calls consisting of various incidents such as tree and utility-related issues. Trustee Leo also reported that the Department recently provided coverage for the Country Music Festival, assisted with escorts for school sports and theater activities, and is participating in upcoming training opportunities, including an RG&E live wire demonstration and a live burn exercise with the Farmington Fire Department.

Mayor Perry - Highway Dept: Activities during the reporting period included asphalt patching throughout the Village, water service work on Fayette Street and Tremont Street, brush pickup and hauling, shoulder maintenance, sidewalk work on Canal Street, and assistance was provided to the Town through shared services. The Department also prepared for the Finger Lakes Country Music Festival and assisted with post-event cleanup.

Buildings & Grounds: Crews completed preparations for Memorial Day at the Village cemetery, including installation of planters, mowing, and routine grounds maintenance. Mayor Perry also noted that minor equipment breakdowns had caused some delays but have since been resolved and he commended the department for its Memorial Day efforts.

DEPARTMENT HEAD REPORTS –

Chief DiNardo – Police: The Police Department responded to 518 calls for service during the month of May, including 124 traffic stops, 40 traffic tickets issued, and two DWI arrests. Chief DiNardo noted that the Finger Lakes Country Music Festival was largely uneventful, with only minor incidents requiring police response and he requested an Executive Session at the conclusion of the meeting to discuss a contractual matter and a policy update.

Aubrey Shaffer – Clerk's Office: 2026 Village tax bills and second-quarter water bills have been mailed. She also advised that, due to software limitations and the transition to the new fiscal year, older financial data from 2017 through 2020 will be archived to create additional storage capacity while remaining accessible if needed. As a result of the

fiscal year rollover process, vouchers were not available for Board approval at this meeting.

OLD/NEW BUSINESS –

City of God World Prayer Center is hoping to host their “Redeemed in Concert” event again in the Village Park on July 18, 2026 from 12:00pm through 5pm. This free event will include live music and they’re requesting use of the bandstand. Pastor Rothfuss has confirmed they will provide proof of insurance, at least (15) days prior to the event, as required.

MOTION TO APPROVE Special Event Permit Application for City of God World Prayer Center, pending proof of valid insurance, made by Trustee Leo, seconded by Trustee Parkison. Votes, 4 ayes, CARRIES.

EXECUTIVE SESSION –

As there were no further regular items to be discussed, a motion was made by Trustee Luke, seconded by Trustee Denniston to enter Executive Session for discussion regarding contractual and personnel matters at 6:32pm with no vote to be held after Executive Session. Vote, 4 ayes. CARRIED.

Mayor Perry declared the return to public session at 7:46pm.

ADJOURNMENT –

Motion was made by Trustee Leo, seconded by Trustee Luke to adjourn at 7:46pm. Vote, 4 ayes. CARRIED.

Next meeting will be June 15, 2026, at 6:00pm at the Village Hall.

Respectfully submitted,
Aubrey Shaffer, Clerk-Treasurer

NEXT MEETING –

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.