

**VILLAGE OF PALMYRA**  
**BOARD OF TRUSTEES**  
January 26, 2026 6:00 PM  
**REGULAR MEETING**

**ROLE CALL:** Present: Mayor Perry, Trustees Luke, Parkison, Denniston and Leo. Attorney St. Martin was absent.

**OTHER ATTENDEES:** Tracy Vanderwall, another audience member was present with Ms. Vanderwall but did not sign in.

**PLEDGE OF ALLEGIANCE**

**PUBLIC HEARING - LOCAL LAW NO. 1 OF 2026 –**

LOCAL LAW NO. 1 OF 2026, LOCAL LAW AMENDING VILLAGE CODE § 183-7 TO PROHIBIT PARKING ON EITHER SIDE OF MARKET STREET per the Notice of Public Hearing that was published in the Times of Wayne County on January 18, 2026.

**NOTICE OF PUBLIC HEARING**

**PLEASE TAKE NOTICE** that, pursuant to N.Y. Village Law §21-2100, a public hearing will be held by the Village Board of the Village of Palmyra on January 26, 2026, at 6:00p.m. at 144 East Main Street, Village of Palmyra, County of Wayne, State of New York, to consider whether to adopt Local Law 1 of 2026, entitled “Amending Village Code § 183-7, to Prohibit Parking on Either Side of Market Street.

All persons interested shall be given an opportunity to be heard. The proposed Local Law is available for public inspection during regular business hours at the Village Clerk's office.

Dated: December 14, 2025

/s/ Aubrey Shaffer  
Palmyra Village Clerk

**PUBLIC COMMENT –** Mayor Perry opened the Public Hearing at 6:00pm and asked if any members of the public wished to address the Board. As there was no comment, Mayor Perry declared this public hearing closed at 6:01pm.

**PUBLIC HEARING - LOCAL LAW NO. 2 OF 2026 –**

LOCAL LAW NO. 2 OF 2026, LOCAL LAW TO ADD CHAPTER 106 TO THE VILLAGE CODE, ENTITLED “FIRE PITS” per the Notice of Public Hearing that was published in the Times of Wayne County on January 18, 2026.

## **NOTICE OF PUBLIC HEARING**

**PLEASE TAKE NOTICE** that, pursuant to N.Y. Village Law §21-2100, a public hearing will be held by the Village Board of the Village of Palmyra on January 26, 2026, at 6:00p.m. at 144 East Main Street, Village of Palmyra, County of Wayne, State of New York, to consider whether to adopt Local Law 2 of 2026, to add Chapter 106 to the Village Code, Entitled “Fire Pits.”

All persons interested shall be given an opportunity to be heard. The proposed Local Law is available for public inspection during regular business hours at the Village Clerk's office.

Dated: December 14, 2025

/s/ Aubrey Shaffer  
Palmyra Village Clerk

**PUBLIC COMMENT** - Mayor Perry opened the Public Hearing at 6:01 p.m. and asked if any members of the public wished to address the Board. Clerk-Treasurer Shaffer clarified that the proposed amendment would grant the Fire Department authority to respond when a fire on private property is creating excessive smoke and becoming a nuisance to neighboring properties.

Tracy Vanderwall asked whether the amendment would apply to fires contained within a fire ring. Mayor Perry explained that the concern is not the presence of a fire itself, but situations in which excessive smoke—often exacerbated by windy conditions—creates a nuisance for nearby residents. He noted that under current law, the Fire Department has limited ability to intervene; however, the amendment would allow Fire Chiefs to use their discretion to determine whether a fire constitutes a smoke nuisance requiring extinguishment. Mayor Perry further clarified that residents may continue to have fires in contained fire pits.

As there was no further comment, Mayor Perry declared this public hearing closed at 6:02pm.

**REGULAR MEETING** – Mayor Perry called the meeting to order at 6:03pm.

**PUBLIC COMMENT** – No voice messages or emails were received by 5:00pm on 1/23.

**APPROVAL OF MINUTES** – January 5, 2026 as submitted. Motion made by Trustee Luke, seconded by Trustee Leo. Vote, 4 ayes, CARRIED.

**APPROVAL OF ABSTRACT** – 8B vouchers 26-00505 through 26-00563 for \$64,715.51. Motion made by Trustee Luke, seconded by Trustee Parkison. Vote, 4 ayes, CARRIED.

**CORRESPONDENCE/ANNOUNCEMENTS/INFORMATION** –

## **TRUSTEE REPORTS**

### Trustee Parkison:

- For the month of January, Code has issued four permits, six building inspections, one Zoning Board of Approvals request, complaints regarding discarded furniture and snow blocking the sidewalk; citations were issued accordingly. New codes for NYS also went into effect and two new house permits were issued for Habitat for Humanity.
- American Legion Upcoming Fundraiser – Valentine’s for Veterans: The American Legion is asking for vendors or crafters to participate with a display on February 14<sup>th</sup> from 10am to 2pm (\$30 set up fee). They will have a raffle for gift baskets and as well as breakfast including breakfast sandwiches, or pancakes and orange juice for \$4. Also, on February 7<sup>th</sup>, they’re hosting a steak dinner from 5 – 6pm for \$20 per person; tickets are available at the Post. Additionally, the American Legion recently had to invest in a new handicapped chair lift. Donations received from these events will go toward the cost of replacing the lift that was donated so many years ago.

### Trustee Denniston:

- In December, the Board applied for the NY Forward Grant and on Friday January 23<sup>rd</sup>, Trustee Denniston and Clerk-Treasurer Shaffer met to research two other available grants that are specific to parks and/or playgrounds that could be used in conjunction with funds from the NY Forward grant, if awarded. The New York Municipal Parks and Recreation Grant is a reimbursement grant that would award up to 90% (or \$900,000) of total project costs. This grant is our primary focus as the deadline to apply is on February 9<sup>th</sup>. Additionally, the NY PLAYS grant is eligible for application in May and we expect to know results of the NY Forward grant by that time.

### Trustee Luke:

- Nothing new to report; the board will vote on whether or not to add the Sludge Dryer for Wastewater Treatment Plant later this evening.

### Trustee Leo:

- The Fire Department call sheet for December notes 52 calls including 21 calls for tree problems, 11 ambulance calls and five or 6 motor vehicle assists.

### Mayor Perry:

- Buildings & Grounds: Continued efforts with shoveling, salting and plowing as well as opening two graves for burials.
- Highway: Again, continued efforts with salting and plowing as well as cleaning trucks and keeping up with repairs, as needed.

## **DEPARTMENT HEAD REPORTS**

Chief DiNardo – Police Dept:

- As previously reported our DCJS Accreditation Inspection was held January 13-15 resulting in compliance with 133 standards and it looks like their council will approve. If awarded, we will be accredited for a 5-year period and once we get final documentation, we can forward to our insurance carrier to see if there are any incentives or savings available. Chief DiNardo thanks Clerk-Treasurer Shaffer for her assistance as well as Mayor Perry and the Board for their willingness to apply and support in preparing over the last few years.

Aubrey Shaffer – Clerk’s Office:

- Many thanks to Margaret Tracy and Mary Beth Braman for their assistance with getting the Clerk’s office back to our previous hours of operation:
  - Monday through Thursday, 9am – 5pm (*closed noon-1pm for lunch*)
  - Friday, by appointment
- 2026-27 Budget preparation items have been sent out to all department heads/ appropriate parties
- Ongoing efforts are still underway to develop a more unified and efficient payroll process across all departments, including evaluating time-tracking system options, standardizing procedures, and identifying opportunities to reduce overhead costs.

## **OLD/NEW BUSINESS**

**MOTION TO APPROVE LOCAL LAW NO. 1 OF 2026, LOCAL LAW AMENDING VILLAGE CODE § 183-7 TO PROHIBIT PARKING ON EITHER SIDE OF MARKET STREET.** Motion made by Trustee Leo, seconded by Trustee Denniston. Votes, 4 ayes. CARRIED.

**MOTION TO APPROVE LOCAL LAW NO. 2 OF 2026, LOCAL LAW TO ADD CHAPTER 106 TO THE VILLAGE CODE, ENTITLED “FIRE PITS”.** Motion made by Trustee Luke, seconded by Trustee Parkison. Votes, 4 ayes. CARRIED.

**MOTION TO APPROVE ADDENDUM NO. 3 TO THE 2020 AMENDED AND RESTATED WESTERN REGIONAL WASTEWATER TREATMENT SYSTEM IMPROVEMENT AND SERVICES AGREEMENT** for the addition of a Direct Contact Based Sludge Dryer. Motion made by Trustee Luke, seconded by Trustee Denniston. Votes, 4 ayes. CARRIED. Mayor Perry; aye.

**MOTION TO APPROVE SEQRA RESOLUTION DECLARING TYPE II ACTION FOR PLAYGROUND GRANT APPLICATION – Municipal Parks and**

Recreation Grants Round 2. Motion made by Trustee Denniston, seconded by Trustee Leo. Votes, 4 ayes. CARRIED.

### **EXECUTIVE SESSION**

As there were no further regular items to be discussed, a motion was made by Trustee Luke, seconded by Trustee Leo to go into Executive Session for discussion regarding contractual matters at 6:18pm with no vote after Executive Session. Vote, 4 ayes. CARRIED.

Mayor Perry declared the return to public session at 7:00pm.

### **ADJOURNMENT**

Motion was made by Trustee Luke, seconded by Trustee Denniston to adjourn at 7:00pm. Vote, 4 ayes. CARRIED. Next meeting will be February 2, 2026, at 6:00pm at the Village Hall.

Respectfully submitted,  
Aubrey Shaffer, Clerk-Treasurer

### **NEXT MEETING**

We ask that you 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.

\*\*Please see handout at sign in table with information on Public Comment Rules for Village Meetings