

VILLAGE OF PALMYRA
BOARD OF TRUSTEES
May 18, 2026 6:00 PM
REGULAR MEETING

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

OTHER ATTENDEES – Robin Knorr, Sheila Koeberle, Dave Freeland, Gigit Graham, Jody Blazey

PLEDGE OF ALLEGIANCE –

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

REGULAR MEETING –

PUBLIC COMMENT – No requests received by 5pm on Friday May 15th.

APPROVAL OF MINUTES –

MOTION TO APPROVE April 20, 2026 minutes as submitted made by Trustee Leo, second by Trustee Parkison. Votes, 4 ayes, CARRIED.

MOTION TO APPROVE May 4, 2026 minutes as submitted made by Trustee Leo, second by Trustee Parkison. Votes, 3 ayes. CARRIED. Abstained, Trustee Luke and Trustee Denniston.

APPROVAL OF ABSTRACT – 12B vouchers 26-00788 through 26-00840 for \$98,686.07. Motion made by Trustee Denniston, seconded by Trustee Luke. Votes, 4 ayes, CARRIED.

CORRESPONDENCE/ANNOUNCEMENTS/INFORMATION – None

TRUSTEE REPORTS –

Trustee Parkison: Code Enforcement reported 6 permits issued, 1 CofC issued, and 7 inspections completed. Discussion was held regarding increased grass and property maintenance concerns throughout the Village. Residents were encouraged to forward complaints through the proper Code Enforcement process, as violations require notice and compliance procedures before enforcement action can be taken. It was noted that property owners receive one notice annually, after which continued noncompliance may result in the Village performing the work and assessing associated labor, vehicle, and administrative costs back to the property owner.

Community reminders from the American Legion include upcoming Memorial Day activities, and poppy distribution May 21–23 at local businesses, volunteer opportunities to assist with distribution, placement of flags on veterans’ graves at Palmyra Cemetery on May 22, and the Memorial Day Parade and service scheduled for May 25.

Trustee Denniston: Applications may now be submitted for the NY Plays Grant. We are currently preparing the Village’s application, which is due June 15, 2026.

Trustee Luke: Is recovering from surgery the previous week but notes that the Water Department is running smoothly per correspondence received from Brian Bieda during the meeting. A brief discussion was held with Jody regarding the farmers market, with further updates to be provided during Jody and Sheila’s presentation this evening.

Trustee Leo: Parade season has begun, with the Fire Department participating in the Apple Blossom Parade in Williamson over the weekend and additional parade appearances upcoming. As weather improves, the department will continue training activities, including site visits for pre-planning at various locations. Preparations are also underway for the Finger Lakes Music Festival, and upcoming joint training exercises with the battalion will include a rescue simulation.

Mayor Perry – Highway: The department continued sidewalk work on Vienna Street, including saw cutting and sealing. Brush pickup and hauling remained ongoing throughout the Village. Crews also worked on water service-related projects on Troop Street and Fayette Street, including service investigations, water inspections, and preparation of a water repair location for hot asphalt patching. General maintenance activities also continued.

DEPARTMENT HEAD REPORTS –

Gary Hopkins – Buildings, Grounds & Cemetery:

- Over the past two weeks, focus has been on cemetery maintenance and Memorial Day preparations, including mowing, cleanup, and topsoil work throughout the cemetery’s more than 10,000 graves, as well as removal of dead shrubs impacted by weather and pests.
- Repairs and maintenance were completed at the marina restrooms, including leak prevention work and installation of a new hot water heater, and the facility has reopened.
- Village-wide seasonal beautification efforts are also underway, with hanging baskets and plantings scheduled for later this week.

Chief DiNardo – Police: Absent, no report.

Aubrey Shaffer – Clerk’s Office:

- Water Meter Cellular Upgrade Project: 114 water meters have been upgraded to cellular equipment to date, including 39 completed in April and 24 so far for May. Staff completed meter readings last week and reported today that 184 meters did

not read this quarter. Those that do not read get estimated and will be added to the priority list for replacements.

- The Clerk's Roundtable was very informative and included Clerks from Ontario County communities such as Bloomfield, Naples, Victor and Clifton Springs. They were kind enough to share several learning opportunities for further education and our next meeting will be scheduled for some time in August.
- A software demonstration with Williamson Law Book took place last week for their accounting, utility and payroll programs however initial quotes appear to be significantly higher than our current costs.
- In previous tax years, the Village has printed and mailed tax bills in-house. However, upon further review, ABS is able to provide this service at an approximate additional cost of only \$150 compared to doing it ourselves. Outsourcing this work would save approximately three days of staff time for myself and a deputy. The labor cost alone would far exceed \$1,000, meaning this option would save the Village money while also preserving valuable staff time during an already busy period.

OLD/NEW BUSINESS –

2026 Farmer's Market: Jody Blazey and Sheila Koeberle provided a recap of the 2025 inaugural season, which ran from June through early fall, drawing 4,790 attendees with an average weekly attendance of approximately 240. The market featured 14 vendors and was a well-received community success.

For the upcoming season, 14 vendors are again committed, with some new offerings. Due to food truck availability changes, the American Legion will serve as the primary food vendor, with support from the Auxiliary, SAL, and Post. The market was again approved for the Farmers Market Nutrition Program, with Wayne County Aging & Youth scheduled to distribute benefit coupons in July. Organizers also welcomed nonprofit participation throughout the season.

The Library and Village were awarded a \$3,000 arts grant to support live music programming at the market, allowing volunteer musicians from last season to be compensated this year. Organizers requested volunteer support from Board members and the community to assist with market operations and information tables.

Additional special events planned include a July 1 celebration recognizing America's 250th anniversary and a fall festival on the final market date, featuring community activities and business participation. Organizers also reported receipt of a donated storage shed from Lowe's to the American Legion for use during market season, with placement coordination to be finalized with Village staff.

MOTION TO APPROVE tenant request to install a stair lift at the Spring Street house due to health-related mobility limitations. The proposed arrangement would require the tenant to assume all costs associated with installation, code compliance, future removal,

and any repairs resulting from the installation. Discussion noted the tenant's positive history and the benefit of maintaining occupancy in the building. Motion made by Trustee Luke, seconded by Trustee Parkison contingent upon code compliance, tenant assumption of all related costs and repairs, and review of any liability considerations with the Village's insurance carrier and attorney. Votes, 4 ayes. CARRIED.

MOTION TO APPROVE Parks & Trails New York (PTNY) is hoping to partner with the Village again for the 2026 Cycle the Erie Canal event, with a planned stop at Canal Park and the Marina on July 14. Staff noted that organizers would be required to provide proof of insurance. It was also noted that the event has previously stopped in Palmyra and typically brings approximately 600–700 participants, with support services such as food and bicycle repairs. Motion made by Trustee Luke, seconded by Trustee Parkison, pending proof of valid insurance. Votes, 4 ayes, CARRIED.

ADOPTION OF TAX LEVY AND TAX WARRANT: Motion to adopt the following tax levy:

TAX LEVY

A resolution levying the total taxes and other charges extended and levied against each parcel of real property shown on the rolls prepared and verified by the assessors for the **2026-2027** fiscal year.

RESOLVED that there be levied and assessed against the real property of the Village of Palmyra the following sums for Village government and other charges for the fiscal year **2026-2027** a tax rate of \$10.142997 per thousand of assessed valuation.

TAX RATE CALCULATION:

$$\begin{aligned} \text{General Fund Tax Levy X \$1,000} &= \$1,739,609.26 \text{ X } \$1,000 \\ \text{Assessed Valuation } \$171,508,400 & \\ \text{= } &\mathbf{\$10.142997 \text{ per Thousand}} \end{aligned}$$

General Fund Levy (A980-A1001)	\$1,739,609.26
Omitted Taxes of Previous Years	\$ 0
<u>Excess on Roll</u>	<u>\$ 0</u>
Total Taxes for Current Budget	\$1,739,609.26
Delinquent Water/Meter Rents & Charges (A250/A630)	\$ 57,362.59
Delinquent Sewer Rents & Charges (A250/A630)	\$ 3,634.56
Capital Charge for Regional WWTP	\$ 584,350.00
Delinquent Sewer Rents & Charges for WCWSA	\$ 22,148.65
<u>Delinquent Special Assessments (A250/A630)</u>	<u>\$ 0</u>
Total Real Property Taxes & Other Charges on Roll	\$2,407,104.80

TAX WARRANT: Mayor Perry authorizes the Village Treasurer to execute the following tax warrant:

TO: Aubrey Shaffer, Village Treasurer

YOU ARE HEREBY COMMANDED to receive and collect from the several persons named in the tax roll hereunto annexed, the several sums stated in the last column hereof opposite their respective names, being a total of \$2,348,178.45 for the following purposes:

For the current Budget	\$ 1,739,609.26
For Omitted Taxes of Previous Year	\$ 0
For Charges for Services	\$ 0
For Water/Meter Rents & Charges (A250/A630)	\$ 57,362.59
For Sewer Rents & Charges (A250/A630)	\$ 3,634.56
Capital Charge for Regional WWTP	\$ 584,350.00
For Sewer Rents & Charges for WCWSA	\$ 22,148.65
For Special Assessments	\$ 0
TOTAL	\$ 2,407,104.80

YOU ARE FUTHER COMMANDED to receive and collect such sums without additional charge between the **first day of June** and the **thirtieth day of June, 2026**, both inclusive; and thereafter to collect with such of the sums as have not been theretofore collected, an additional charge of five per centum for the first month or fraction thereof until paid.

YOU ARE FURTHER COMMANDED to return the tax roll and warrant to the Village Clerk on or before **the first day of November, 2026**, and to deliver to the Board of Trustees at the same time an account of the taxes remaining due and unpaid; describing each parcel of real property upon which taxes are unpaid, showing person or persons to whom the parcel is assessed and showing as to each parcel the amount of tax unpaid.

Motion made by Trustee Luke, seconded by Trustee Parkison. Votes, 4 ayes, CARRIED.

EXECUTIVE SESSION – None

ADJOURNMENT –

Motion was made by Trustee Luke, seconded by Trustee Denniston to adjourn at 6:36pm. Vote, 4 ayes. CARRIED.

Next meeting will be June 1, 2026, at 6:00pm at the Village Hall.

Respectfully submitted,
Aubrey Shaffer, Clerk-Treasurer

May 18, 2026

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.