

VILLAGE OF PALMYRA
BOARD OF TRUSTEES
May 4, 2026 6:00 PM
REGULAR MEETING

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

OTHER ATTENDEES – Dave Dalton, Jim Elliot, Nick Dandino (*Palmyra Fire Dept*), Cindy Freeland, David Freeland, Robin Knorr, Tracy Vanderwall, Dave (*no last name*), Ann Marie Short, Lee Spencer, Patty Burditt, Gigit Graham

PLEDGE OF ALLEGIANCE –

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

REGULAR MEETING –

PUBLIC COMMENT –

Tracy Vanderwall, no topic provided - Ms. Vanderwall noted that copies of the 2022–2023 audit materials provided were difficult to read and requested a more legible copy; Mayor Perry confirmed one could be provided. Tracy also asked whether audit participation by Village officials constituted a conflict of interest. Mayor Perry explained that the audit structure was established by the state, and prior audits have been completed by Trustee Luke and former Clerk-Treasurer Wetherby.

Discussion also clarified the Village’s process for public inquiries versus FOIL requests. Residents may continue directing reasonable operational questions to department heads; however, if records are being requested or a satisfactory response is not received, a FOIL request may be submitted to the Clerk’s Office, including by email, consistent with legal guidance from counsel.

Lastly, Ms. Vanderwall asked about the School Resource Officer’s vehicle assignment after referencing a newspaper article. Mayor Perry requested that a copy of the article or link be provided so the Village could review the accuracy of the information being referenced. He further clarified that the School Resource Officer is assigned the department’s oldest fleet vehicle, a 2015 Ford Explorer, which remains on-site and is not taken home.

****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 – April 6, 2026. Motion made by Trustee Parkison, seconded by Trustee Leo. Votes, 3 ayes, CARRIED.

Minutes for April 20, postponed.

APPROVAL OF ABSTRACT – 12A vouchers 26-00748 through 26-00787 for \$59,478.04. Motion made by Trustee Leo, seconded by Trustee Parkison. Votes, 3 ayes, CARRIED.

CORRESPONDENCE/ANNOUNCEMENTS/INFORMATION –

The Town of Palmyra is hosting an E-Waste Event. Palmyra residents can drop off electronic items, such as computers, TV's, gaming devices, cell phones, tablets and more, at the Palmyra Highway Department on Wednesday May 6th & Thursday May 7th, 6:30am – 4pm.

TRUSTEE REPORTS –

Trustee Parkison:

Two permits had been issued and six inspections completed by Code Enforcement. Additionally, the American Legion has several upcoming events and community activities, including patriotic yard banner sales benefiting the post, poppy distribution at local businesses, a food booth at the Palmyra Fire Auxiliary Craft Fair, a Mother's Day chicken barbecue, a fundraising "Painting at the Post" event, and an upcoming honor flight return for female veterans. He also announced Memorial Day preparations, including volunteer flag placement on veterans' graves at Palmyra Cemetery and the Memorial Day parade and memorial service, followed by a luncheon at the American Legion.

Trustee Denniston: Absent due to work obligations.

Trustee Luke: Absent due to illness.

Trustee Leo:

The Fire Department responded to 33 total calls for the month of April including nine miscellaneous ambulance calls and eight calls for water problems.

Mayor Perry:

Buildings & Grounds - In coordination with the Highway Department, began stump removal work, with approximately 41 stumps identified and stakeouts called in. Crews also continued spring cleanup efforts, including cemetery cleanup, mowing, and topsoil and seeding work at both the Cemetery and Village Park. Staff responded to storm-related cleanup, including removal of trees from power lines on Prospect and

Johnson Streets. Preparations were also underway for seasonal operations, including moving picnic tables to the upper park area in anticipation of the Farmers Market and food truck setup. The Marina is scheduled to reopen with the canal season on May 15; a new hot water heater was installed in preparation. Additionally, an emergency electrical issue at Village Hall caused by significant power surges required replacement of the incoming electrical service after NYSEG determined the existing line posed a safety concern.

Highway – Crews began seasonal brush pickup and continued routine spring maintenance activities, including catch basin cleaning and cleanup of the Johnson Street snow lot. Staff also assisted with utility infrastructure projects, including the water service project at Country Max / Kwik Fill, replacement of curb boxes on Cuyler Street, and they've begun water and gas service work for the Tremont Street project.

DEPARTMENT HEAD REPORTS –

Chief DiNardo – Police: Absent, no report

Aubrey Shaffer – Clerk's Office:

- Water Meter Cellular Upgrade Project: 83 water meters have been upgraded to cellular equipment to date, including 30 completed in April.
- FOIL Procedures: (3) formal FOIL requests were processed in April; however, we have addressed over 145 additional inquiries through more than 65 emails as well as phone calls, and in-person visits. Due to time and staffing constraints, residents will be directed to submit requests through the formal FOIL process moving forward.
- Clerk-Treasurer Shaffer will attend a Clerk's Roundtable on May 13 at no cost; the office will remain open with MaryBeth available.
- Options are being explored for a more updated software system to improve efficiency and reduce costs. A demonstration will be scheduled with Williamson Law Book Company, which also offers payroll services and is anticipated to provide more competitive pricing. Payroll processing currently requires approximately 6–8 hours per pay period; any time savings is expected to further reduce costs and benefit residents.
- On-site training was conducted with Rebecca Wetherby today for water re-levies and to discuss sewer re-levies on behalf of WCWSA in preparation for the upcoming tax process. The information must be finalized and submitted to Wayne County by May 8 for processing. We're expecting figures to be returned to us for final review within approximately one week to allow for mailing by June 1.
- Staff will begin water meter readings on Monday, May 11th in preparation for the next round of water bills, which are also scheduled to be issued by June 1.

OLD/NEW BUSINESS –

RESOLUTION TO AMEND FEE SCHEDULE TO ALLOW FOR ADMINISTRATIVE FEE TO BE IMPOSED ON THE RELEVY OF SEWER BILLS

At a regular meeting of the Board of Trustees of the Village of Palmyra, County of Wayne, New York, held at the Palmyra Village Hall at 144 E. Main Street, Palmyra, New York on the 4th day of May, 2026 at 6:00 p.m. The meeting was called to order by Mayor Rick Perry;

WHEREAS, pursuant to an Operation and Maintenance Agreement, and Lease Agreement, executed on or about December 1, 2024, between the Village of Palmyra (“Village”) and the Wayne County Water and Sewer Authority (“WCWSA”), the Village of Palmyra contracted with the WCWSA to provide certain wastewater and sewer services to the residents of the Village; and

WHEREAS, pursuant to such Agreements, the Village agreed to assist the WCWSA with the collection of unpaid sewer bills, by imposing a re-levy of such unpaid charges onto the property taxes of the customer; and

WHEREAS, the Village is authorized pursuant to the Agreement, and pursuant to adopting regulations pertaining to the Village’s “Fee Schedule,” to impose an administrative fee by Resolution, to compensate the Village for the time spent in processing the re-levy of such unpaid invoices;

NOW THEREFORE BE IT RESOLVED, that the Village hereby approves an administrative fee in the amount of 3% of the unpaid invoice, which shall be added to the re-levy amount, and be paid to the Village upon the payment of the same.

RESOLVED, that such administrative fee may be amended from time to time by Resolution of the Board of Trustees of the Village of Palmyra.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

<u>Board Member</u>	<u>Voting</u>	<u>Aye / Nay</u>
Mayor Perry		Aye
Deputy Mayor Leo		Aye
Trustee Parkison		Aye

Absent: Trustee Luke, Trustee Denniston

The Resolution was thereupon declared duly adopted.

** Clerk-Treasurer Shaffer clarified that the sewer charges being relieved on behalf of Wayne County Water & Sewer Authority are pass-through funds and do not become Village revenue. The only revenue retained by the Village is the 3% administrative fee to offset staff time and resources associated with processing the relieves, which is projected to total less than \$1,000 based on current draft figures. It was further clarified that the administrative fee would be passed on to the affected customers, consistent with the current understanding of the arrangement.*

RESOLUTION TO APPROVE POLICE COMMISSION BOARD MEMBERS

Mayor Perry reported that applications for the newly established Police Commissioner Board were reviewed, with the five strongest candidates selected for interviews.

Following the interview process, three volunteer, unpaid commissioners were selected, each bringing unique experience and perspectives: former Police Chief David Dalton, with 33 years of law enforcement experience; David Freeland, with law enforcement and 911 dispatch experience; and former Mayor David Husk, who brings prior board leadership, mayoral experience, and municipal oversight experience.

Mayor Perry shared his appreciation for their willingness to serve and noted his optimism for improved collaboration between the Police Department, Village Board, and residents moving forward.

MOTION TO APPROVE APPOINTMENT of David Dalton, David Freeland and David Husk as Police Commission Board members made by Mayor Perry, seconded by Trustee Parkison. Votes, 3 ayes, CARRIES.

EXECUTIVE SESSION – None

ADJOURNMENT –

Motion was made by Trustee Leo, seconded by Trustee Parkison to adjourn at 6:22pm. Vote, 3 ayes. CARRIED.

Next meeting will be May 18, 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.