

**VILLAGE OF PALMYRA
BOARD OF TRUSTEES
November 17, 2025 6:00 PM
REGULAR MEETING**

ROLE CALL –

Present: Mayor Perry, Trustees Luke and Parkison. Trustee Denniston, Trustee Leo and Attorney St. Martin were absent.

OTHER ATTENDEES –

James Elliott.

CALL TO ORDER –

Mayor Perry called the meeting to order at 6:00pm

PLEDGE OF ALLEGIANCE

REGULAR MEETING

PUBLIC COMMENT – No voice messages or emails were received by 5:00pm on 11/14

APPROVAL OF MINUTES – November 3, 2025, as submitted. Motion made by Trustee Parkison, seconded by Trustee Luke. Vote 3 ayes, carries.

APPROVAL OF ABSTRACT – 6B vouchers, 26-00366 through 26-00400 for \$234,792.81. Motion made by Trustee Luke, seconded by Trustee Parkison. Vote 3 ayes, carries.

CORRESPONDENCE/ANNOUNCEMENTS/INFORMATION –

- The AFR was completed and filed with NYS on September 28, 2025
- Moment of Silence honoring the late Nancy Bruening –
 - The Board would like to honor the late Nancy Bruening, who faithfully served as a Palmyra Crossing Guard from 1988 to 2025, totaling 37 years of dedicated service. Nancy protected and cared for generations of Village children, ensuring their safe travel to and from school. She worked diligently at the Four Corners at Canandaigua Street and Main Street throughout her entire career and was also a lifetime member of the Palmyra Fire Company. Nancy's love for the community and her lasting legacy will be deeply missed. A moment of silence will now be observed in her memory.
- The Board would like to thank Officer Colella at PMCSO who has offered to cover the cost of ordering new reflective safety coats for the crossing guards.

TRUSTEE REPORTS

Trustee Parkison:

- Code had one permit issued, four field inspections completed, two violation letters sent, and a Zoning Board meeting was held for a use variance application. The American Legion would like to remind residents that November is Food Pantry collection month and invites residents to bring non-perishables to the American Legion for donation to the Pal-Mac food pantry. While they are closed on Mondays, they are typically open on other days for drop off.

Trustee Denniston:

- Absent; excused

Trustee Luke:

- Plans are well under way for the Winter Festival that's being held in conjunction with Small Business Saturday on November 29th. Residents are invited to check the Village's website or social media for a calendar of events for the day and for details on the Parade of Lights. Flyers for the Merchant's Window Decorating contest have gone out and residents are invited to check out their décor and cast their votes for your favorite. DPW removed the out of service hydrant on Stafford Street and pumped out all non-draining hydrants for winter while the Waste Water Treatment Plant is waiting for Walworth to come online.

Trustee Leo:

- Absent; excused

Mayor Perry:

- Highway: Leaf pick up in full-swing, brush truck was down last week but is now repaired and they worked on patching several asphalt spots through the Village; back to plow and salt season.
- Buildings & Grounds: Repainted the wooden soldiers and started installing holiday décor for the season. They are also set up and ready to go for snow removal and salting.
- A special thank you goes to Nick Dandino from the Fire Department as he has generously donated s'mores and hot cocoa items for our Winter Festival Day.

DEPARTMENT HEAD REPORTS

Chief DiNardo – Police Dept:

- Chief DiNardo is scheduled to have a planning meeting later this week with Mayor Perry and Aubrey Shaffer to discuss ongoing parking concerns throughout the Village.

Aubrey Shaffer – Clerk’s Office:

- The Clerk’s Office continues to streamline workflows and strengthen organizational practices. We have implemented a new dedicated inbox for all accounts-payable items: **billing@palmyravillageny.gov**. Water meter readings are expected to begin next week, with next quarter’s water bills scheduled for release by December 1st. Please note these bills will reflect **water services only**, as sewer charges are now billed separately through Wayne County Water and Sewer. Electronic billing, online payments, and auto-pay options remain available for anyone interested.
- We have also submitted the Village’s application for the **NY Forward Grant**. If we are selected to advance to the interview round, we anticipate receiving notification in December. Final award announcements are expected in the Spring. We will continue to keep everyone updated as we move through each stage of the process. Anyone interested in reviewing the full application can find it on the homepage of our website.
- Additionally, we are completing the tax re levy submission to Wayne County, and to date, the Clerk’s Office has received one FOIL request for the month of November. A reminder that Village offices will be closed on **Thursday, November 27th and Friday, November 28th** in observance of the Thanksgiving holiday.

OLD/NEW BUSINESS

APPOINTMENT OF ASHLEY LANTZ as a full-time court clerk with an annual salary of \$60,000.00, beginning on November 24, 2025. Motion made by Trustee Parkison, seconded by Trustee Luke. Votes 3 ayes, carries.

BUDGET AMENDMENTS:

MOTION that a sum of:

- **FOURTEEN THOUSAND SIX HUNDRED EIGHTY-EIGHT DOLLARS** (\$14,688.00) shall be reallocated from A-9010.8 (State Retirement System – ERS Employees) to A-9015.8 (Police State Retirement System – PFRS). Motion made by Trustee Luke, seconded by Trustee Parkison. Votes, 3 ayes, carries.
- **SIX THOUSAND DOLLARS** (\$6,000.00) shall be reallocated from F-9060.8 (Hospital, Medical & Dental – Excellus) to F-9010.8 (State Retirement System – Water Portion). Motion made by Trustee Parkison, seconded by Trustee Luke. Votes, 3 ayes, carries.
- **ONE THOUSAND FIVE HUNDRED DOLLARS** (\$1,500.00) shall be reallocated from F-9040.8 (Workers’ Compensation Premium – Water) to F-9010.8 (State Retirement System – Water Portion). Motion made by Trustee Luke, seconded by Trustee Parkison. Votes, 3 ayes, carries.
- **ONE THOUSAND FOUR HUNDRED SEVENTY-TWO DOLLARS** (\$1,472.00) shall be reallocated from A-9040.8 (Workers’ Compensation

- Premium – General) to A-9015.8 (Police State Retirement System – PFRS). Motion made by Trustee Parkison, seconded by Trustee Luke. Votes, 3 ayes, carries.
- THREE THOUSAND TWO HUNDRED DOLLARS (\$3,200.00) shall be increased in revenue A1520.SRO (Police Fees – School Resource Officer) and expended from A-9015.8 (Police State Retirement System – PFRS). Motion made by Trustee Luke, seconded by Trustee Parkison. Votes, 3 ayes, carries.

EXECUTIVE SESSION

ADJOURNMENT

Motion was made by Trustee Parkison, seconded by Trustee Luke to adjourn at 6:15 pm. Vote, 3 ayes, carried. The next meeting will be December 1, 2025 at 6:00 pm 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