

VILLAGE OF PALMYRA
BOARD OF TRUSTEES
July 6, 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 – David Freeland, Anne Marie Short, Robin Knorr, James Elliott, *Palmyra Fire Company* - Nick Dandino, Rachel Henning, Hunter Allgood, Deborah Schaller, Glenn Bullock, Mark Henning, Kim Henning, Ryan Paradise, Adam Weaver, Charlotte Bowman, Mikel Hallings

PLEDGE OF ALLEGIANCE –

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

REGULAR MEETING –

PUBLIC COMMENT –

Anne Marie Short – Palmyra Police Department: Ms. Short expressed support for the Police Department while raising questions regarding the number of police calls responded to outside the Village jurisdiction. She presented call statistics from August 2025 through May 24, 2026, noting that approximately 182 of 909 calls occurred outside the Village and Town of Palmyra (20%), and questioned whether the Village is reimbursed for associated costs, including fuel, vehicle use, and personnel expenses.

Mayor Perry explained that the Village is not reimbursed for these responses. He clarified the distinction between self-initiated calls and 911-dispatched mutual aid requests, noting that officers may respond outside the Village when requested through 911 or during officer-assistance emergencies. He further stated that the Board recently directed that officers are no longer to leave the Village on self-initiated calls, and that responses outside the Village will be limited to emergency dispatches or requests for officer assistance, only. Ms. Short also inquired about workers' compensation coverage for police officers and was advised that the officers are not self-insured, they are covered under the Village insurance policies. Mayor Perry and Trustee Parkison offered to meet with Ms. Short separately to discuss the matter in greater detail, and thanked her for bringing the questions forward.

APPROVAL OF MINUTES –

MOTION TO APPROVE June 15, 2026 minutes as submitted. Motion made by Trustee Luke, seconded by Trustee Leo. Votes 4 ayes, CARRIED.

APPROVAL OF ABSTRACT –

MOTION TO APPROVE 2A Vouchers 27-00056 through 27-00096 for \$221,687.29. Motion made by Trustee Parkison, seconded by Trustee Leo. Votes 4 ayes, CARRIED.

Clerk-Treasurer Shaffer noted that this abstract is larger due to nearly \$163,000.00 in construction materials for the concurrent street projects that are taking place throughout the Village. These costs will ultimately be reimbursed via the CHIPS program

CORRESPONDENCE/ANNOUNCEMENTS/INFORMATION – None

TRUSTEE REPORTS –

Trustee Parkison: Reported that the Code Enforcement Office issued four permits, completed six inspections, issued one Certificate of Compliance (CofC) and one Certificate of Occupancy (CofO), and sent one violation letter.

Trustee Denniston: Despite the record heat, more than 310 people attended the Farmers Market and America's 250th celebration event on July 1st. Trustee Denniston also thanked the Fire Department for providing cooling relief for attendees. He also attended the June 27 ribbon cutting for Drumlins Brewing Company on Main Street, noting the strong community turnout and standing-room-only attendance throughout the event.

Trustee Luke: Reported that the Village's raw water intake was inspected on July 2 and found to be in good condition, with no significant issues and no zebra mussels observed. The only noted condition was a slightly tilted intake cover, which was also documented during the 2014 inspection.

Trustee Luke also reminded residents about the Celebrating America's 250th Birthday event being held on Saturday, August 1 at the Village Park, featuring a classic and custom car show, food trucks, live music, a farmers market, family activities, a historical walk, and a showing of *The Goonies* at dusk.

During discussion, Ms. Knorr asked why the Village had recently purchased water from Wayne County Water and Sewer despite the favorable inspection. Mayor Perry explained that heavy rainfall temporarily increased turbidity and debris in the source water, causing the treatment plant to automatically shut down. During those periods, the Village purchases water only as needed to maintain uninterrupted service to residents.

Trustee Leo: The Fire Department responded to 51 calls in June, bringing the year-to-date total to 247. Per Chief Hallings, the department continues working with the Farmington FD to establish a box alarm agreement for mutual aid coverage and Engine 22 has been repaired and returned to service. He noted that Operation Cool Down was

successful despite crews responding to a structure fire in Newark, and that firefighters also completed training during the month, including preparations for a live burn exercise.

Deputy Mayor Leo also provided an update on the Veterans Banner Project, thanking Ms. Kammy Catchman for her significant efforts in advancing the project. He reported that the project was recently presented to the Town Board, utility pole information and required documentation has been submitted to NYSEG, and the Village is awaiting the next steps in the approval process.

Mayor Perry – Highway: No report was submitted by the Highway Superintendent for this meeting.

Mayor Perry – Buildings & Grounds: The June 18 windstorm resulted in multiple downed trees and debris throughout the Village, including five trees in the cemetery. The crew continues cleanup efforts and plans to focus on string trimming while adjusting daily workloads to account for extreme heat. A broken water line in the Village cemetery was repaired, restoring service. Mayor Perry also noted that crew members continue to assist with the Veterans Banner Project by coordinating utility pole information with NYSEG.

Maintenance needs at the Fire Hall were also discussed, including a plumbing leak in the men's restroom and a roof drainage issue in the main bay. Mayor Perry directed Chief Hallings to obtain three quotes for the repairs and provide updates as the project moves forward.

DEPARTMENT HEAD REPORTS –

Chief DiNardo – Police: The Police Department responded to 493 calls for service and conducted 120 traffic stops. Chief DiNardo noted a significant increase in automated FOIL requests seeking body-worn camera and related video footage, explaining that each request requires approximately four to five hours to review and redact. During discussion, it was clarified that records related to ongoing investigations are exempt from disclosure until the investigations and court proceedings have concluded. After which time they can be released, accordingly.

Aubrey Shaffer – Clerk's Office: Our primary focus has been on collecting tax and water payments as well as on filling the full-time Deputy Clerk position. We received 22 applications, evaluated candidates using a standardized scoring process, followed by an interest questionnaire for the top five applicants. From there, we interviewed the top three candidates and Mayor Perry and I completed a second interview with our top choice this morning.

I'm pleased to report that Elizabeth Gage has accepted the Deputy Clerk position, pending Board approval. Elizabeth brings more than 12 years of experience with Paychex, along with a strong background in customer service, communication, and administrative operations. Throughout the interview process, she demonstrated

professionalism, adaptability, and a genuine interest in municipal government. We are excited to welcome Elizabeth to the Village team and look forward to the knowledge and experience she will bring to the Clerk's Office.

During discussion, the Clerk-Treasurer Shaffer clarified that the Village is hiring one full-time Deputy Clerk, not two part-time employees. She explained that, during the budget process, it was anticipated that the two current part-time Deputy Clerks would retire by the end of the year, although no firm dates had been established at that time. One employee has since provided notice of leave effective at the end of the month, prompting the current hiring process.

MOTION TO APPROVE the hiring of Elizabeth Gage as full-time Deputy Clerk at a rate of \$25.00 per hour, with intermittent training beginning on July 16, 2026, and transitioning to her full-time hours effective the week of August 3, 2026. Motion made by Trustee Leo, seconded by Trustee Luke. Votes, 4 ayes, CARRIED.

OLD/NEW BUSINESS –

The Village Court requested Board authorization to apply for funding through the Justice Court Assistance Program (JCAP) for the 2026–2027 grant cycle. A Board resolution is a required component of the application, and the grant request is for up to \$30,000. It was also noted that Court Clerk Terri Ryan is pursuing a separate JCAP grant application for the Town Court, as well.

MOTION TO APPROVE The Board of the Village of Palmyra authorizes the Palmyra Village Court to apply for a JCAP grant in the 2026-27 grant cycle up to \$30,000.00. Motion made by Trustee Luke, seconded by Trustee Parkison. Votes, 4 ayes, CARRIED.

A proposed motion to approve appointment updates for the Historic Preservation Committee had been included on the draft agenda. However, following discussion with James Elliott, Mayor Perry tabled the matter until the next Board meeting to allow for further discussion regarding committee membership before bringing the appointments forward for consideration.

Nick Dandino – Palmyra Fire Company: On behalf of members of the Palmyra Fire Company, Mr. Dandino requested that the Village Board consider transitioning the Palmyra Fire Department from a Village-owned department to an independent fire company or fire district. He stated that such a transition could provide greater access to grant funding, improve operational flexibility, strengthen internal accountability, and establish governance focused solely on fire service operations.

Mayor Perry thanked the Fire Company members for bringing the proposal forward and stated that he supported exploring the concept. The Board agreed that additional information was needed before any decisions could be made. Mayor Perry indicated the

proposal would be referred to the Village Attorney for legal review and further guidance. Discussion included potential impacts on funding, taxation, ownership of Village assets, and the process required to establish a fire district. No action was taken.

EXECUTIVE SESSION – None

ADJOURNMENT –

Motion was made by Trustee Luke, seconded by Trustee Denniston to adjourn at 6:42pm. Vote, 4 ayes. CARRIED.

Respectfully submitted,
Aubrey Shaffer, Clerk-Treasurer

NEXT MEETING –

Next meeting will be August 3, 2026, at 6:00pm at the Village Hall.

****Reminder, there will only be ONE meeting for this month and ONE meeting for the month of August****

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.