VILLAGE OF PALMYRA
BOARD OF TRUSTEES
October 19, 2026 6:00 PM
REGULAR MEETING

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

OTHER ATTENDEES – Sophia Casella, Kathy Pray, Anne Marie Short, Lisa Stivers, Nick Dandino, Augie, Robin Knorr, Tracy Vanderwall, Cortnie Baker, Derick Baker, Robert Bump, Cheryl Bump, Gigit Graham, Lee Spencer

PLEDGE OF ALLEGIANCE –

PUBLIC HEARING – LOCAL LAW 5 OF 2026 – FLOOD DAMAGE PREVENTION – Mayor Perry called the Public Hearing to order at 6:00pm.

The following was read aloud by Clerk-Treasurer Shaffer and was posted in the Times of Wayne County on October 10, 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 October 19, 2026, at 6:00p.m. at 144 East Main Street, Palmyra, NY 14522, to consider whether to adopt Local Law 6 of 2026, entitled "LOCAL LAW AMENDING CHAPTER 108 OF THE VILLAGE CODE, ENTITLED FLOOD DAMAGE PREVENTION

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: October 2, 2026

/s/ Aubrey Shaffer
Palmyra Village Clerk

****Clerk-Treasurer Shaffer noted the correction that this is Local Law 5 of 2026, not 6****

Anne Marie Short: Ms. Short asked questions regarding the updated floodplain maps and how residents can determine whether their properties are affected. Village Attorney Matt St. Martin explained that property owners whose floodplain designation changed should have received notification. He advised that floodplain maps are available through FEMA and referenced Section 108-7 of the proposed local law for applicable map information. He further explained that floodplain designations may affect flood insurance requirements for federally backed mortgages. The updated maps are scheduled to take effect November 13, 2026, and such updates occur infrequently.

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

PUBLIC COMMENT –

The following was read aloud by Trustee Denniston:

Public Comment Rules for Village Meetings

As Mayor of the Village of Palmyra, I am committed to ensuring public participation while maintaining order and efficiency during meetings. Under New York's Open Meetings Law, residents have the right to attend and observe meetings. While public comment periods are not required, I have chosen to provide them as a policy. To ensure fairness and consistency, please observe the following rules when participating in the public comment period:

1. **Time Limit for Speakers:**
   Each speaker is allotted up to 3 minutes to make their statement. A timer will be set for 3 minutes. Your statement must conclude by the 3-minute mark. Any remaining time cannot be transferred to another speaker. This ensures that all participants have an opportunity to speak and helps keep the meeting on schedule.

2. **Sign-Up Procedure:**
   Residents who wish to speak at the meeting must contact the Village Hall by 5:00 PM on the Friday before the Monday meeting to request time to make a statement as well as the topic.

3. **Content Guidelines:**
   Comments must be relevant to village business or agenda items. Personal attacks, defamatory remarks, and inappropriate language are strictly prohibited. If you wish to address concerns regarding a department head or an employee, please schedule a meeting with the Mayor to discuss the matter privately. This policy ensures a respectful and constructive environment for all participants.

4. **Order and Decorum:**
   Speakers must address the Mayor and the Board directly and are not permitted to engage in debates with other attendees. Only one person may speak at a time, and interruptions or disruptions will not be tolerated.

5. **No Q&A During Comment Period:**
   The public comment period is for statements only. Questions will be noted and addressed in writing before the next meeting or referred to the appropriate village department.

6. **Respect for Time and Procedures:**
   Speakers who exceed their allotted time or violate the rules will be asked to stop. Repeated disruptions may result in removal from the meeting.

7. **Recording and Transparency:**
   All comments will be recorded in the meeting minutes to ensure transparency and accountability.

Gigit Graham – Budget, litigation: Ms. Graham questioned the allocation of elected officials' and the Clerk-Treasurer's salaries between Village funds, a prior litigation payment and related FOIL request, and increases in insurance expenses under account A1910.4.

*** Ms. Graham received a follow-up email from Clerk-Treasurer Shaffer on October 20, 2026, addressing each question, including clarification of fund allocations, FOIL procedures, the litigation payment, and insurance coverage and expenses. The response reiterated information previously provided at earlier Board meetings and through FOIL correspondence.*

Tracy Vanderwall – Vouchers, Police: Ms. Vanderwall raised questions regarding surplus police firearms and equipment, Officer Bryant's compensation, NYCOM membership dues, Poplar Beach Cottage Association payments, Spring Street rental

property expenses and income, WCWSA operations and maintenance charges, and Badger Meter expenses.

*** Ms. Vanderwall received a follow-up email from Clerk-Treasurer Shaffer on October 20, 2026, addressing each question and providing clarification regarding the applicable expenses, account allocations, equipment sales, and compensation. The response also reiterated information previously provided during the September 21 and October 5 Board meetings.*

APPROVAL OF MINUTES –

MOTION TO APPROVE October 5, 2026 minutes as submitted made by Deputy Mayor Leo, second by Trustee Parkison. Votes, 4 ayes, CARRIED.

APPROVAL OF ABSTRACT –

MOTION TO APPROVE 5B Vouchers 27-00284 through 27-00313 for $77,585.38 made by Trustee Denniston, second by Trustee Parkison. Votes, 4 ayes, CARRIED.

CORRESPONDENCE/ANNOUNCEMENTS/INFORMATION –

TRUSTEE REPORTS –

Trustee Parkison: Code Enforcement issued five permits and one CFC and completed 15 inspections, including one fire safety inspection. Code Enforcement also responded to the apartment fire on Johnson Street on October 14 at approximately 2:30 a.m.

The American Legion's annual Veterans Day Assembly will be held at Palmyra-Macedon Middle School on November 6, with breakfast at 7:20 a.m. and the school-wide assembly at 8:00 a.m. Attendees are asked to RSVP by November 2 at 315-597-3450. Their annual Turkey Party will take place October 24 at 4:00 p.m., with turkeys, hams, and pork loins available. The Honor Flight return is scheduled for October 25 at the Rochester Airport between 12:30 and 2:00 p.m.

Trustee Denniston – Buildings & Grounds: Two cemetery interments and one foundation installation were completed. Two tree work projects were completed on Tremont Street. Mowing and string trimming continued at the cemetery, and fall cleanup has begun. Various light bulbs were replaced at the Fire Hall. The Comfort Station has been closed and winterized for the season, and the Farmers Market has concluded for the year, final numbers to follow.

Trustee Luke: The Water Department has continued routine maintenance since the last meeting and Trick or Treat on Main Street is scheduled for Saturday, October 24, from 2:00 to 4:00 p.m.

Trustee Luke also provided an update on planning for the Village's Christmas celebration, scheduled for Small Business Saturday, November 28. Jody Blazey has been coordinating with local vendors, including B&E Cider, Vino Valet, and the American Legion. The Village is exploring options to borrow approximately three propane heaters for outdoor vendors.

Tentative activities include a holiday pop-up market and decorated storefront window voting at the library from 10:00 a.m. to 2:00 p.m., shopping local and a gnome hunt from 10:00 a.m. to 5:00 p.m., ornament decorating at the Parks and Recreation Room from 3:00 to 5:00 p.m., and vendors in the park from 4:00 to 7:00 p.m. A parade of lights is scheduled for 5:00 p.m., followed by the tree lighting, a visit from Santa, hot chocolate, and s'mores. Organizers are seeking sponsorship for ornaments and paint markers, and arrangements for holiday caroling are being explored with the school and previous participants.

Deputy Mayor Leo: Fire Department's September call report includes a total of 34 calls, including 10 fire alarm/carbon monoxide calls, five tree-related incidents, and additional responses involving hazardous conditions and rescue incidents.

Mayor Perry – Highway: Activities included paving and sidewalk improvements on Jackson, Fayette, and Throop Streets. Work included ADA sidewalk forms and concrete work, topsoil placement, seeding, tree trimming, and general cleanup. Additional work included sinkhole repairs on Washington Street, asphalt patching, and pavement striping. Crews also hauled brush, performed building and grounds maintenance, and installed and prepared salt spreaders for the winter season.

Prior to requesting a motion to accept Chad Shaffer's letter of resignation, Mayor Perry acknowledged his service to the Village, describing him as an excellent employee and skilled equipment operator.

> **MOTION TO ACCEPT** Letter of Resignation for Highway Foreman, Chad Shaffer, effective October 16, 2026 made by Trustee Denniston, second by Trustee Luke. Votes, 4 ayes, CARRIED.

DEPARTMENT HEAD REPORTS –

Timothy Bryant *(Officer in Charge)* – Police: Excused.

Nick Dandino – Fire Company: Two recent motor vehicle accidents happened near Route 21 and Armington Road and an update on the October 14 apartment fire on Johnson Street was provided.

Mr. Dandino clarified that there were no human fatalities. Two residents escaped from second-story windows, one by jumping and the other with assistance from a ladder. Both were transported to the hospital with minor injuries. A Sheriff's deputy and an Officer

from the Macedon Police Department were also evaluated for smoke inhalation. Unfortunately, a dog and cat perished from smoke inhalation.

The fire was believed to have originated from an air purifier. Firefighters were able to contain the fire primarily to one apartment, preventing more extensive damage to the building. Several surrounding fire departments provided mutual aid. Smoke damage to other apartments will require remediation.

Concerns were also raised regarding access to fire hydrants at the apartment complex, including vehicles parked near hydrants and difficulty removing hydrant caps. These concerns were brought to the attention of Code Enforcement.

The Board thanked the Fire Company and responding agencies for their efforts.

Aubrey Shaffer – Clerk's Office: Progress has continued on bank reconciliations and reviewing and cleaning up the Village's chart of accounts. Heidi from the Town offices recently met with Deputy Clerks Margaret and Liz to review records retention procedures and provided positive feedback on Margaret's progress in organizing Village records. The records destruction authorization form was also updated, with records expected to be presented for Board approval for destruction at upcoming meetings.

We have also coordinated with representatives at Wayne County Water and Sewer Authority to prepare and send 830 lead service line identification letters to residents, as necessary. Deputy Clerk Liz has continued updating internal forms and procedures to improve consistency and efficiency.

Additionally, Clerk-Treasurer Shaffer reported handling 427 emails over 13 business days since October 1, averaging approximately 33 emails per day in her inbox alone. She expressed her intention to provide additional workload statistics to the Board in future reports to better illustrate the volume of work handled by the Clerk's Office.

OLD/NEW BUSINESS –

The following was read aloud by Clerk-Treasurer Shaffer:

SEQRA RESOLUTION
DECLARING LEAD AGENCY AND ISSUING NEGATIVE DECLARATION
BOARD OF TRUSTEES THE VILLAGE OF PALMYRA
Re: Local Law 5 of 2026
"Flood Damage Prevention"

WHEREAS, the Board of Trustees of the Village of Palmyra (hereinafter referred to as "Village Board") is considering the adoption of Local Law 5 of 2026, entitled "Flood Damage Prevention; and

WHEREAS, the Village Board previously classified said Action as a Type 1 Action under Part 617 of the State Environmental Quality Review (SEQR) Regulations and declared an Intent to Act as Lead Agency for SEQR review; and

WHEREAS, the Village Board sent Notice of Intent to be Lead Agent, with proposed EAF Parts 1, 2 and 3, along with the proposed Local Law, for coordinated review by other involved and interested agencies under SEQR Regulations, and having received no objection to acting as Lead Agency and no other input; and

NOW, THEREFORE BE IT RESOLVED that the Village Board does hereby declare itself as the lead agency for SEQR review of the Action; and it is further

RESOLVED, that the Village Board hereby adopts the Part I, 2 and 3 EAFs as drafted on the annexed Exhibit A hereto; and it is further

RESOLVED, that and the project shall not have a significant impact on the environment as the proposed Local Law will not violate any of the criteria for determining environmental significance as set forth in Part 617 of the Regulations.

The within Resolution was moved by Board member ***Parkison,*** seconded by Board member ***Denniston,*** and voted upon by the Board members, as follows:

Mayor Rick Perry	aye
Ronnie Leo	aye
Tim Denniston	aye
Gina Luke	aye
Brian Parkison	aye

The following was read aloud by Clerk-Treasurer Shaffer:

RESOLUTION
ADOPTING LOCAL LAW 5 OF 2026
BOARD OF TRUSTEES, VILLAGE OF PALMYRA

ENTITLED "FLOOD DAMAGE PREVENTION"

WHEREAS, the Board of Trustees of the Village of Palmyra (hereinafter referred to as "Village Board") is considering the adoption of Local Law 5 of 2026, entitled "Flood Damage Prevention"; and

WHEREAS, the Village Board having referred the proposed local law to the Wayne County Planning Board and reviewed the comments; and

WHEREAS, the Village Board conducted a public hearing on the proposed Local Law on October 19, 2026; and

WHEREAS, the Village Board having declared itself Lead Agent for purposes of NY's SEQRA and issued a negative declaration on October 19, 2026;

THEREFORE, IT IS HEREBY RESOLVED, that the Village Board hereby adopts Local Law 5 of 2026.

The within Resolution was moved by Board member ***Denniston,*** seconded by Board member ***Luke,*** and voted upon by the Board members, as follows:

Mayor Rick Perry	aye
Ronnie Leo	aye
Tim Denniston	aye
Gina Luke	aye
Brian Parkison	aye

EXECUTIVE SESSION –

As there were no further regular items to be discussed, a motion was made by Deputy Mayor Leo, seconded by Trustee Luke to enter Executive Session for discussion regarding personnel matters at 6:33pm with no vote to be held after Executive Session. Vote, 4 ayes. CARRIED.

Mayor Perry declared the return to public session at 7:37pm

ADJOURNMENT –

Motion was made by Trustee Luke, seconded by Trustee Denniston to adjourn at 7:37pm. Vote, 4 ayes. CARRIED.

Next meeting will be November 2, 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.