

**VILLAGE OF PALMYRA**  
**BOARD OF TRUSTEES**  
**FEBRUARY 3, 2025 6:00 PM**  
**REGULAR MEETING**

**ROLL CALL:** Present: Mayor Perry, Leo, Luke and Parkison. Trustee Denniston and Attorney St. Martin was absent.

**OTHER ATTENDEES:** Warren Frederick (2<sup>nd</sup> Assistant Fire Chief), Georgeann Graham, Gary Hopkins (Superintendent of Buildings and Grounds)

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

**PLEDGE OF ALLEGIANCE**

**REGULAR MEETING**

**PUBLIC COMMENT-** None, as no one called before 5:00pm on January 31 requesting to be on the agenda for public comment.

**APPROVAL OF MINUTES** Unable to vote as those making quorum tonight had not all attended January 21 meeting.

**APPROVAL OF ABSTRACT** Motion was made by Trustee Parkison seconded by Trustee Leo to approve payment of **9A** vouchers **25-00587** through **25-00621** for **\$81,955.70** Vote, 3 ayes, CARRIED.

**CORRESPONDENCE/ANNOUNCEMENTS/INFORMATION**

Letter of resignation for Johnathan LaRock as he is taking a position with the Town Highway department. Mayor Perry wished him well.

**TRUSTEE REPORTS**

**Trustee Luke-** No report

**Trustee Leo-** Fire Department Activity which is on file with the Village Clerk. Mayor Perry asked G. Hopkins to discuss the ramp he and his employees installed at the Fire Hall.

**Trustee Denniston-** Excused

**Trustee Parkison-** Code report: 2 inspections done, 2 COO issued. Mayor Perry said an email was sent to the Code Enforcement Officer (CEO) regarding the first-floor apartments on Main Street that have been reported. The CEO is doing research on these areas so then we can then enforce this Village Code.

**Mayor Perry-** Highway and Building and Grounds are busy plowing and salting. He invited G. Hopkins here tonight and will be having each Department Head come into meetings as well. Deferred to Gary Hopkins whose report on what his departmental duties are below

**DEPARTMENT HEAD REPORTS**

Palmyra Village Cemetery:

- 1) Spring clean-up, remove decorations left from winter that family didn't remove)
- 2) Cut Turf
- 3) String Trim (shoot for at least once a month, areas for burial if in between times) Times can be longer when pots/flags are in place) Approx. 80 man/hrs. for cemetery
- 4) Remove American flags after Memorial Day and return to American Legion (ones in flag holders by family members are left)
- 5) Open/Close graves
- 6) Install foundations for headstones (we set flat bronze veterans' markers) \$32,505.72 to date
- 7) Trim shrubs, Mulch & Weed gardens
- 8) Tree work, pick up sticks (done every time we mow also and after windstorms)
- 9) Remove spring/summer decorations that family members don't remove)
- 10) Fall Clean up
- 11) Cold patch roadway where applicable
- 12) Plow main drive from Vienna St. to pole barn
- 13) Topsoil Graves

Weekly maintenance

- |  |                                    |
|--|------------------------------------|
| 1) Cut/trim                              | 2) Village Cemetery/Vienna St Park |
| 3) Village Park                          | 4) Fire Hall                       |
| 5) Park Dr                               | 6) Marina                          |
| 7) Behind Towpath High-rise              | 8) Nature Trail head               |
| 9) Village Sign right of way Rt. 31 West | 9) PCC                             |
| 10) Campbell park                        | 11) Parking lot islands            |

- 12) Garbage cans marina and trail head
- 13) Water Hanging Baskets every other day or as needed
- Bi weekly Maintenance
- 1) Cut/trim Town Cemeteries                      2) Nature trail as needed

Misc. Jobs:

- 1) Deliver hanging baskets to grower and put up before Memorial Day and water as needed
- 2) Put up Main St Flags on light poles before Memorial Day; remove after Veterans Day
- 3) Put up Merchant Banners on light poles
- 4) Put up Event banners over Main St.

Street Trees:

- 1) Trimming/deadwood
- 2) Removal of dead/dying trees (hire out what is beyond our lift truck capabilities, NYSEG works with us at no charge for trees in the power lines)
- 3) Stump grinding
- 4) Planting new trees ( water bagged for the 1 st year or as needed, bags filled weekly, leader and directional prune)

Buildings:

- 1) Village Hall
  - 1. Painting
  - 2. Electrical
  - 3. Plumbing
  - 4. HVAC
  - 5. Renovations (Police station to meet new guidelines, included removal/installation of walls, run electric, level floors, install new flooring. Court Room- Paint, construct new judges bench and move railings, have new carpet installed and mini split air conditioners.
- 2) Park and club room
  - 1. Renovate inside bathrooms with ceramic tile floor to replace linoleum, remove panel board and replace with FRP board and PVC base trim, strip/prime paint dividers.
  - 2. Sand/coat floors with water bases Polyurethane
  - 3. Electrical work
  - 4. Plumbing
  - 5. Electrical
  - 6. Open/close outside bathrooms and winterize in fall
  - 7. Flat roof repairs

Marina:

- 1. Open comfort station when canal opens, Close/winterize when canal closes
- 2. Painting
- 3. Electrical
- 4. Plumbing repairs
- 5. Trim shrubs, weed/mulch gardens
- 6. Building was laid out and constructed completely by my crew with the exception of the concrete flat work and sewer line installation.

Fire hall

- 1) Installed new VCT tiles
- 2) Replaced the water heater (100 gal)
- 3) Electrical work
- 4) HVAC
- 5) Installation of 36" metal doors for bathrooms (block work sub contract)
- 6) New accessibility ramp in truck bay area

Park Dr.

- 1) Maintain parking lot guardrails
- 2) Cut Turf
- 3) Weed stone beds
- 4) Maintain benches and dock

Water plant/Spring St House:

- 1) Electrical, plumbing as needed repairs as needed in spring st house
- 2) Painting

Water Plant:

- 3) Installation of new dual pitch metal roof garage of water plant to match house and water plant (approx. 45" long)

Village owned electric maintenance

Snow Removal:

- 1) Plow cemetery mains from Vienna St to East Foster
- 2) Plow roads to burial site and clean grave site for service
- 3) Safe Routes to school (entire village done after if time allows)
- 4) Village Hall walks and ramps

- 5) Village park walks & P& C ramp and parking area
- 6) Campbell park lot and walks
- 7) Jackson St./Rt. 21 crosswalks
- 8) Main St/Rt. 21 south crosswalks
- 9) Main St./Cuyler St./William St. crosswalks
- 10) Main St./Fayette/Markt St crosswalks
- 11) Marina Walk by boardwalk
- 12) Market St./Canal St./Division St crosswalk and sidewalk
- 13) Parking lots as needed

### **OLD/NEW BUSINESS**

**MOTION TO ACCEPT RESIGNATION OF JOHNATHAN LAROCK** was made by Trustee Luke, seconded by Trustee Parkison. His last day will be Sunday February 16. Vote, 3 ayes, CARRIED.

### **DEPARTMENT HEAD REPORTS**

**Chief DiNardo-** 630 calls for January of which 164 were traffic stops and 260 were property checks. Property checks were significantly up this year which he thinks correlates with significant decline in criminal mischiefs from last year(27). He attended the Harvest Fest meeting and is assisting them with parade permits. Mayor Perry is meeting with Nick Welch regarding the Country Music Festival and will discuss when we can expect the Special Event application. Purple Painted Lady will be hosting Kyle and Chief Husk from the Macedon Police Department on February 22 for Coffee with a Cop event. She would like to do a Coffee with a Councilmember as well. The School Resource Officer (SRO) program is going well and has received a lot of positive feedback from teachers, parents, etc. Officer Bryant (SRO) has been building up a fantastic rapport with everyone. Accreditation is moving forward and is hoping to be done by October. This will help us save money on our insurance. Chief DeSain from RPD did a walkthrough of the police department in regards to accreditation and said it exceeded his expectations. He was contacted by someone regarding an app for elder checks and is waiting on pricing. He is hoping to get a grant or get funding elsewhere. He is still waiting in Department of Transportation approval so we can get the License Plate Readers installed.

He requested Executive Session for advisory on a personnel matter with no action taken.

**2<sup>nd</sup> Assistant Fire Chief Warren Frederick-** Thanked G. Hopkins for his work on the ramp. The currently have 3-4 people that will be attending Firefighter 1 class.

**Clerk-Treasurer Wetherby** is working on getting the budget worksheets in as she knows some Board members are still discussing with the Department Heads. She is hoping to have something to the Board in a week or two.

**EXECUTIVE SESSION:** As there were no further regular items to be discussed, a motion was made by Trustee Luke, seconded by Trustee Parkison to go into executive session for discussion of personnel at 7:00pm. Vote, 3 ayes. CARRIED. There will be no action taken after Executive Session.

Mayor Perry declared the return to public session at 7:50 pm

**ADJOURNMENT** Next meeting will be February 24, 2025 at 6:00pm at the Village Hall. Motion was made by Trustee Luke, seconded by Trustee Leo to adjourn at 7:51 pm. Vote, 3 ayes. CARRIED.

Respectfully submitted,  
Rebecca Wetherby  
Clerk Treasurer