Village Board Meeting Agenda
Room 202, Village Hall, 111 Elm Street, Penn Yan, New York
Tuesday, October 20, 2026, at 6:00pm

Present: Mayor Patricia Christensen; **Trustees** Teresa Hoban, Brenda Travis, Kevin McLoud, Ronald Dailey, Robert Craig and Dan Henries; **Village Attorney** Ed Brockman; **Clerk/Treasurer** Holly Easling; **Police Chief** Justin Hamm; **Fire Chief** Mike Pedersen; **Director of Public Works** Melissa Gerhardt; **Code Enforcement Officer** James Marshall; **Deputy Clerk** Linsey Shepardson

Call meeting to order at 6:00 p.m.

Pledge of Allegiance.

Public Hearings

Request for Executive Session and/or Closed Session with Legal Counsel

Minutes

Motion to approve the Village Board Meeting Minutes for September 22, 2026.

Guests, Public Requests and Comments

Motion to approve the Yates County Chamber of Commerce, StarShine & Lights on Wheels Parade on Saturday, December 5, 2026 from 3-6PM with setup from 1-3PM and break down from 7-8PM. Final approval is contingent on the following items:

- $150 Application Fee
- $500 Supply Deposit Charge
- Approval of Electric Box locations and loads with DPW
- Certificate of Liability Insurance naming Village of Penn Yan as additionally insured
- NYS Department of Health Permits for all food vendors
  Coordination with the Code Office for temporary operating permits and inspection

Motion to approve Trick or Treating to be held on Saturday, October 31, 2026 from 6 p.m. – 8 p.m.

Mayor

Attorney

Motion to approve Resolution No. 70-2026 Proposed Local Law To Amend Parking Regulations in the Vehicle and Traffic Chapter of the Village Code

TABLED FROM SEPTEMBER: ANNEXATION OF 38.24 ACRES OF VILLAGE-OWNED TERRITORY ON ELMWOOD AVE

Review and Complete: FEAF Part 1

Motion to approve Resolution No. 67-2026 Determination To Annex Territory From the Town of Milo owned by the Village of Penn Yan located on Elmwood Ave.

Motion to authorize the easement agreement at 101 Eagle Lane for electric service pending final approval and changes authorized by Director of Public Works and Village Attorney

Municipal Utilities
Liaison T. Hoban, Chair D. Banach, Vice Chair L. Sackett, Commissioners D. Hartman, S. Purdy, M. Terpolilli

Committee Liaison Report – Teresa

Motion to approve Municipal Utilities Board motions MUB 01- MUB 08

MUB 01 **Motion** to support the Yates County Habitat for Humanity applying for grants and funding to develop a 9.5 acre parcel of land in the Village of Penn Yan.

MUB 02 **Motion** to authorize Holly Easling, Johanna Hullings and Christine Mickelsen to attend the 2026 Fall MEUA Accounting & Finance Workshop November 4-5, 2026 at the Embassy Suites in Syracuse. The Workshop is $145 per person, and the room is $174 per night. Holly's Workshop is covered by MEUA as she is on the committee. Total cost is $812.00. Personal vehicles will be driven.

MUB 03 **Motion** to approve Change order #1 to Nardozzi Paving and Construction, LLC in the amount of $8,310.64 to address problems created by an unknown cross-connection between the live water main on Main Street and the "abandoned" water line on North Avenue.

MUB 04 **Motion** to approve Change order #2 to Nardozzi Paving and Construction, LLC in the amount of $12,560.71 to address additional work required when a 6' x 6; concrete box culvert was found across the trench for the new water main.

MUB 05 **Motion** to declare Sewer department 2020 F450 (old TR 3), surplus and list for sale on Auction's International.

MUB 06 **Motion** to approve sewer forgiveness at 106 Stark Ave for $85.48. The hose was left on at the bib and the handle leaked for weeks. Water did not enter the sanitary sewer.

MUB 07 **MOTION** to approve sewer forgiveness at 125 Main St. for $83.03. The hot water heater had a leak. Water did not enter the sanitary sewer.

MUB 08 **MOTION** to the Village Board to accept the payment agreements in the amount of $8,561.10.

Administration *(Personnel and finance)* B. Travis (Chair), R. Dailey and R. Craig

Committee Chair Report – Brenda

FYI:
October 22, 2026 8:30am Finger Lakes Tourism Building Clean-out
October 26, 2026 10:00am Wholesale Water and Sewer Customer Meeting
October 27, 2026 1:00pm Yates County Budget Workshop - Summer Recreation and Lifeguard Funding Request
October 28, 2026 10am-12pm Village Hall Closed for Open Enrollment Meeting

REVIEW:
YTD Treasurer's Report
Draft Military Leave Policy
Registrar Confidentiality Agreement
Proposed Local Law L Village Occupancy Tax

Motion to approve the warrant 5-2027

SUMMARY

Paid Before Audit:		
General		$29,605.16
Electric		$369,549.97
Sewer		$5,502.12
Water		$6,577.61
CDBG		
	Total Paid Before Audit	$411,234.86
Current Audit:		
General		$41,749.17
Community Development - CRC		$0.00
Electric		$120,781.85
Sewer		$141,755.94
Water		$403,377.67
Capital Projects		$741.80
Trust & Agency		$1,000.00
	Total Current Audit	$709,406.43
TOTAL AUDIT		**$1,120,641.29**

Motion to schedule Special Village Board Meeting for the audit exit conference with BST Gallagher Flynn on November 17th, 18th, or 20th 2026 at TIME.

Motion to approve Administration motions AD 01- AD 05

AD 01 **Motion** to authorize Resolution No. 73-2026 2026 Unpaid Village taxes to Yates County Treasurer no later than November 16, 2026.

AD 02 **Motion** to approve the wholesale water and sewer customer reconciliations for the 2025-2026 fiscal year once completed by the Clerk-Treasurer and incorporate billing adjustments into upcoming invoices after the wholesale customer meeting.

AD 03 **Motion** to approve paying $300 to the Electric Fund for the Penn Yan Fire Department electric box request. They requested 2- 50 Amp breakers be set up for their fundraiser. The fundraiser is to help outfit members with shirts, hats and other items.

AD 04 **Motion** to approve Holly Easling to apply to enroll in Leadership Yates County Program, a 6-part Executive Leadership Series hosted by the Finger Lakes Economic Development Center in Partnership with Intent at a cost of $1,495.00. Sessions are held once a month from January through June 2026.

AD 05 **Motion** to change Recreation Supervisor Stacey Gerhardt from Seasonal to Part Time effective October 1, 2026, no change in rate.

Public Safety K. McLoud (Chair), D. Henries, B. Travis

Committee Chair Report - Kevin

FYI: Letter mailed requesting feedback from Residents and Property Owners on Benham Street for possible changes to traffic and parking. The current options being considered are to eliminate on-street parking or convert to a one-way street.

Motion to approve Resolution No. 71-2026- 2026 Audit of Village Court Justice- M. Christensen

Motion to approve Resolution No. 72-2026- 2026 Audit of Village Court Acting Justice- C. Woods, pending approval by two Village Board Trustees.

CODE ENFORCEMENT – Activity report for September 2026

Motion to approve Public Safety motions PS 01 – PS 02

PS 01 **Motion** to authorize James Marshall to attend Yates Ontario Building Officials 2026 Education Conference October 27-28, 2026 in Geneva, NY at a cost of $100.00. A personal vehicle will be driven.

PS 02 **Motion** to approve User Agreement with Yates County Real Property Tax Service to utilize software for a Shapefile for Penn Yan Parcel Data.

FIRE DEPARTMENT – Activity report for September 2026

Motion to approve Public Safety motions PS 03 – PS 05

PS 03 **Motion** to approve the removal of Robert Galusha from the Fire Department's active roll.

PS 04 **Motion** to approve the removal of Jayden Jensen from the Fire Department's active roll.

PS 05 **Motion** to approve the membership of Richard Kennerson to the Fire Department's active roll.

POLICE DEPARTMENT – Activity report for September 2026

Public Works R. Dailey (Chair), D. Henries, T. Hoban

Committee Chair Report – Ron

FYI: PY Rotary fund raiser- Place a barrel on the ice and people buy tickets and guess when it will fall through. Barrel will be tied off and retrieved once it has broken through the ice.

Motion to approve Public Works motions PW 01 – PW 02

PW 01 **Motion** to authorize Melissa Gerhardt to attend Ontario County Stormwater Conference November 4, 2026 at a cost of $100.00 at Hotel Canandaigua. Credits are needed to maintain her CPESC. A village vehicle will be driven

PW 02 **Motion** to authorize Chris Kerrick to attend Category Six Right of Way Recertification Program October 8-9 in Auburn. The course is needed to maintain his spraying license. A Village vehicle will be driven. The cost of the two-day course is $105.00.

Other Business

Community Revitalization Committee (CRC)
P. Christensen (Chair), R. Craig, R. Dailey, J. Bacher, S. Griffin

Last meeting was held on Thursday, August 7, 2025.

Community Arts Committee (CAC)
P. Christensen (Chair), T. Hoban, B. Gillespie, S. Castner, A. Baus

Last meeting was held on Monday, April 7, 2025.

Tree Board
T. Hoban (Chair), K. McLoud, D. Henries, J. Cranmer, R. Cahill

Next Tree Board Meeting is Monday, November 9, 2026 at 10:00 AM.

Comments

Request for Executive Session and/or Closed Session with Legal Counsel

Adjournment