



Village of Perry Board of Trustees

Village Board Meeting • Agenda • Monday, December 2, 2024 • 7:30 PM

Village Board Room • 46 N Main Street, Perry, NY 14530

1. Open Meeting and Pledge of Allegiance
2. Public Comment
3. Presentations & Board Actions
 - a. Approval of Minutes – November 18, 2024
 - b. Resolution Accepting Resignation of Crossing Guard, Kristie Newton
 - c. Resolution Approving New York State Volunteer Firefighter Cancer Benefit Program
 - d. Resolution Approving Waiver of Sewer Charges for 70 North Main Street
 - e. Resolution Approving Proposal from LaBella for Administration Services for the Small Project Fund
4. Clerk/Deputy Treasurer's Report
 - a. Privacy Policy
5. Department/Committee Reports
6. Trustee Reports
 - a. Planning Board – Draft Parking Policy
7. Executive Session

**VILLAGE OF PERRY
VILLAGE BOARD MEETING MINUTES
NOVEMBER 18, 2024**

A regular board meeting of the Village of Perry was held at the Village Hall, 46 North Main Street, Perry, New York at 7:30 pm on the 18th day of November 2024.

PRESENT:	Rick Hauser	Mayor
	Arlene Lapiana	Trustee
	Joel Bouchard	Trustee
	Robin Kwiecien	Trustee
ALSO PRESENT:	Samantha Marcy	Administrator
	Christina Slusser	Village Clerk
	David Spink	Fire Chief
GUESTS:	Lorraine Sturm	Perry Herald
ABSENT:	Richard Muolo	Trustee

Mayor Hauser called the meeting to order at 7:30 pm and led in the Pledge of Allegiance.

PUBLIC COMMENT

PUBLIC HEARING AT 7:30PM FOR THE PURPOSE OF HEARING PUBLIC COMMENTS ON THE VILLAGE OF PERRY'S CURRENT COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECT #897PR105-21

Mayor Hauser made a motion to open the public hearing regarding the CDBG project at 7:30 pm. The public hearing was left open, no comments were received, and it was later closed upon motion by Mayor Hauser at 7:51 pm which was seconded by Trustee Lapiana and carried with all voting aye.

MINUTES

Trustee Lapiana made a motion to approve the minutes from November 4, 2024 which was seconded by Trustee Bouchard and carried with all voting aye.

RESOLUTION SUPPORTING CONTINUED AND INCREASED STATE AID FOR LOCAL GOVERNMENTS

WHEREAS, until 2024, cities, villages and towns had not received an increase in unrestricted state aid (AIM funding) in 15 years, significantly impacting their ability to provide essential services to their residents; and

WHEREAS, after a prolonged period without financial support, local governments finally received an increase of \$50 million in unrestricted state aid; and

WHEREAS, local officials express their gratitude for the \$50 million increase in unrestricted state aid, recognizing it as a positive step towards addressing long-standing funding challenges; and

WHEREAS, the State has referred to this new aid as Temporary Municipal Assistance, suggesting that such increase may not continue, jeopardizing the sustainability of crucial municipal programs and services; and

WHEREAS, the property tax cap further limits the ability of local governments to properly fund the programs and services their residents need; and

WHEREAS, increased and ongoing state aid for local governments is vital for maintaining infrastructure, public safety, housing and other municipal services; and

WHEREAS, the challenges of inflation, the increasing costs of labor and supplies, and the end of extraordinary federal aid only accentuate the need for consistent and predictable funding to effectively plan for the future and meet the growing needs of their residents;

NOW, THEREFORE BE IT RESOLVED, that the Village of Perry calls upon the Governor and the State Legislature to commit to continuing the additional \$50 million in unrestricted state aid in the 2025-26 State Budget and beyond, and

BE IT FURTHER RESOLVED, that the Village of Perry urges state officials to recognize the need for a long-term plan that ensures consistent and predictable increases in financial support for local governments that keep pace with inflation.

Mayor Hauser made a motion to adopt the resolution supporting continued and increased state aid for local governments which was seconded by Trustee Lapiana and carried unanimously.

RESOLUTION APPOINTING FULL-TIME LABORER

WHEREAS, there is a vacancy for a Full-Time Laborer, designated to the Department of Public Works; and

WHEREAS, Administrator Marcy and Superintendent Deaton are requesting the hiring of Mr. Austin Croll as a Full-Time Laborer; and

WHEREAS, Administrator Marcy and Superintendent Deaton are requesting the starting rate for Mr. Croll to be the full rate due to experience and qualifications; and

NOW, THEREFORE BE IT RESOLVED, the Village of Perry Board of Trustees hereby approves the hiring of Mr. Austin Croll as a full-time, benefit eligible, Laborer at the full Laborer rate per the CSEA Agreement effective November 18, 2024.

Trustee Lapiana made a motion to appoint Full-Time Laborer Austin Croll which was seconded by Trustee Kwiecien and carried with all voting aye.

RESOLUTION APPOINTING FULL-TIME CHIEF WATER TREATMENT PLANT OPERATOR

WHEREAS, Administrator Marcy and Superintendent Deaton are requesting the position of Full-Time Chief Water Treatment Plant Operator to be filled; and

WHEREAS, Administrator Marcy and Superintendent Deaton are requesting the hiring of Mr. Michael Mott as a Full-Time Chief Water Treatment Plant Operator; and

NOW, THEREFORE BE IT RESOLVED, the Village of Perry Board of Trustees hereby approves the hiring of Mr. Michael Mott as a full-time, benefit eligible, Chief Water Treatment Plant Operator at the Chief Operator rate per the CSEA Agreement effective November 18, 2024.

Trustee Kwiecien made a motion to adopt the resolution appointing Full-Time Chief Water Treatment Plant Operator which was seconded by Trustee Lapiana and carried with all voting aye.

RESOLUTION APPOINTING FULL-TIME CHIEF WASTEWATER TREATMENT PLANT OPERATOR

WHEREAS, Administrator Marcy and Superintendent Deaton are requesting the position of Full-Time Chief Wastewater Treatment Plant Operator to be filled; and

WHEREAS, Administrator Marcy and Superintendent Deaton are requesting the hiring of Mr. Tom D'Aprile as a Full-Time Chief Wastewater Treatment Plant Operator; and

NOW, THEREFORE BE IT RESOLVED, the Village of Perry Board of Trustees hereby approves the hiring of Mr. Tom D'Aprile as a full-time, benefit eligible, Chief Wastewater Treatment Plant Operator at the Chief Operator rate per the CSEA Agreement effective November 18, 2024.

Tom D'Aprile holds a grade 3 license and over 20 years of experience. The plant will soon be classified as a grade 3 due to recent upgrades. Trustee Lapiana made a motion to appoint Tom D'Aprile as the Full-Time Chief Wastewater Treatment Plant Operator which was seconded by Trustee Kwiecien and carried unanimously.

RESOLUTION APPROVING AMENDMENTS TO THE SNOW & ICE CONTROL AGREEMENT WITH WYOMING COUNTY

WHEREAS, the Village of Perry enters into a snow and ice control agreement with Wyoming County for the control of snow and ice on county highways; and

WHEREAS, the Village of Perry approved a three year agreement with Wyoming County for snow and ice control; and

WHEREAS, an amendment is needed to the contract because of the change of minimum snow index from .69 to .75 for the contract years 2023-2024 and 2024-2025; and

NOW, THEREFORE BE IT RESOLVED, the Village of Perry Board hereby approves the amendments for Snow and Ice Control Agreement with Wyoming County for contract years 2023-2024 and 2024-2025; and

BE IT FURTHER RESOLVED, the Village of Perry Board authorizes the Mayor to execute the agreements.

Trustee Bouchard made a motion to approve the amendments to the snow & ice control agreement with Wyoming County which was seconded by Trustee Lapiana and carried with all voting aye.

RESOLUTION APPROVING AGREEMENT TO EXTEND MUNICIPAL SNOW AND ICE AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION

WHEREAS, the Village of Perry had previously entered into a municipal snow & ice agreement with New York State Department of Transportation from 7/1/2019 to 6/30/2024; and

WHEREAS, the New York State Department of Transportation has provided an agreement extension for an additional 5 years; and

NOW, THEREFORE BE IT RESOLVED, the Village of Perry Board hereby approves the five-year agreement with the New York State Department of Transportation; and

BE IT FURTHER RESOLVED, the Village of Perry Board authorizes the Mayor to execute the Agreement.

The previous 5-year agreement expired on 6/30/2024. Trustee Lapiana made a motion to approve the snow & ice agreement with the NYS Department of Transportation which was seconded by Trustee Kwiecien and carried with all voting aye.

VILLAGE BOARD OF THE VILLAGE OF PERRY
RESOLUTION TO DIRECT COMMENCEMENT OF ACTION
ON BEHALF OF MUNICIPALITY

Adopted: November 18, 2024

WHEREAS, the Village Board of the Village of Perry met at a regular board meeting at the Village Hall located at 46 North Main Street on the 18th day of November 2024, commencing at 7:30 p.m., at which time and place the following members were:

<u>Present:</u>	Mayor	Rick Hauser
	Trustee	Arlene Lapiana
	Trustee	Joel Bouchard
	Trustee	Robin Kwiecien
<u>Absent:</u>	Trustee	Richard Muolo

WHEREAS, all Board Members, having due notice of said meeting, and that pursuant to Article 7, §104 of the Public Officers Law, said meeting was open to the general public and due and proper notice of the time and place whereof was given as required by law; and

WHEREAS, it appears that the property located at 27 Bradford Street, Perry, New York 14530, is in violation of §465-14(A)(1) ("Maintenance Standards") of the Property Maintenance Code of the Village of Perry; and

WHEREAS, it appears to be in the best interest of the Village of Perry to prohibit the owner of said property from continuing to be in violation of said Section of §465-14(A)(1) ("Maintenance Standards") of the Property Maintenance Code of the Village of Perry; and

WHEREAS, the Village Board of the Village of Perry feels it is in the best interest of the Village of Perry to retain the services of Village Attorneys, DiMatteo Roach & Kelly, Attorneys at Law, to pursue the enforcement of §465-14(A)(1) ("Maintenance Standards") of the Property Maintenance Code of the Village against the owner of 27 Bradford Street, Perry, New York 14530, to ensure that this property is brought into compliance with said Law.

NOW ON MOTION OF Trustee Lapiana which has been duly seconded by Trustee Kwiecien, be it

RESOLVED, that the Mayor of the Village of Perry, be and he hereby is authorized and directed to retain the services of DiMatteo Roach & Kelly, Attorneys at Law, as attorneys for the Village of Perry in this matter, upon such terms as he deems proper and advisable, and Mayor of the Village of Perry shall authorize DiMatteo Roach & Kelly, Attorneys at Law, on behalf of the

Village of Perry to take such action as may be deemed advisable to prevent any continuation of the violation of §465-14(A)(1) ("Maintenance Standards") of the Property Maintenance Code of the Village of Perry and the seeking of permanent injunction.

Ayes: 4

Nays: 0

Quorum Present: X Yes No

RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE THE DOWNTOWN REVITALIZATION INITIATIVE GRANT AGREEMENT

WHEREAS, the Village of Perry received \$495,000.00 for a Small Project Fund through the Downtown Revitalization Initiative Award; and

BE IT RESOLVED, that the Village of Perry Board of Trustees hereby authorizes the Mayor to execute the Downtown Revitalization Initiative Grant Agreement for the Small Project Fund.

Trustee Bouchard made a motion authorizing the mayor to execute the DRI grant agreement for the Small Project Fund which was seconded by Trustee Lapiana and carried with all voting aye.

RESOLUTION AUTHORIZING THE RELEVY OF UNPAID VILLAGE TAXES

WHEREAS, the deadline for payment of Village Taxes for the 2024-2025 Village Tax Year was October 31, 2024; and

WHEREAS, unpaid Village taxes are subject to relevy and collection pursuant to Real Property Tax Law and resolution duly adopted by the Village of Perry Board of Trustees; and

WHEREAS, the Village of Perry Clerk/Tax Collector has provided the total amount of all unpaid Village of Perry taxes for the 2024 Tax Roll in an amount of \$123,911.17; and

WHEREAS, the total unpaid amount for Perry (SWIS code 564201) is \$97,013.82, which includes a penalty of 8% and the total unpaid amount for Castile (SWIS code 562603) is \$26,897.35, which includes a penalty of 8%; and

BE IT RESOLVED, that the Village Clerk of the Village of Perry is hereby authorized and directed to relevy any and all unpaid Village taxes to the county; and

BE IT RESOLVED, that the Village of Perry Board of Trustees authorizes the Village Clerk and Board of Trustees to sign the 2024 Affidavit of Collector forms.

Trustee Lapiana made a motion to adopt the resolution authorizing the relevy of unpaid Village Taxes which was seconded by Trustee Bouchard and carried unanimously.

CLERK/DEPUTY TREASURER REPORT

Clerk Report 11/18/2024

VILLAGE OF PERRY

Abstract # 012 Summary by Fund

11/15/2024
11:40:02

Code	Fund	Prepays	Unpays	Totals
A	GENERAL FUND	5,797.96	264,269.63	270,067.59
F	WATER FUND	158.07	20,211.39	20,369.46
G	SEWER FUND	152.61	62,427.25	62,579.86
HB	LEAD SERVICE LINE REPLACEMENT		393.75	393.75
HF	WATER TREATMENT PLANT PROJECT		12,649.80	12,649.80
TA	TRUST & AGENCY		1,871.06	1,871.06
Total:		6,108.64	361,822.88	367,931.52

Vouchers #855-936 were audited by Trustee Bouchard

Debt service payments (prepaid): \$4,816.25

Large expenses: NYS Retirement annual invoices = \$265,726.00

Trustee Lapiana made a motion to approve payment of abstract #12, vouchers #855-936, in the amount of \$367,931.52 which was seconded by Trustee Kwiecien and carried with all voting aye.

DEPARTMENT REPORTS

Reports were reviewed for the following departments with no action needed: DPW/Parks, WTP, WWTP, Police, and Property Maintenance.

TRUSTEE REPORTS

Trustee Bouchard attended the Fire Committee meeting prior to the board meeting where replacement of the broken fire siren was a topic of discussion. It was stated that technology that alerts fire fighters is not 100% reliable but repairing the siren would be costly. One of the benefits of having a new fire siren is that it would allow it to go off for certain alerts but not others (ex. structure fires, but not gas leaks). Trustee Bouchard mentioned that the Fire Chief is looking into options and the repair reserve may be a possibility for funding a replacement.

Administrator Marcy informed that a planning grant is due the end of January for fire district consolidation. It is estimated to be about \$4,000 to submit the application but the application

fee and match (if awarded) could be divided up among other towns/districts that would be partners of the consolidation.

Mayor Hauser made a motion to enter executive session at 8:13 pm to discuss collective negotiations (pursuant to article fourteen of the civil service law). This motion was seconded by Trustee Lapiana and carried unanimously.

At 8:16 pm, Mayor Hauser made a motion to exit the executive session which was seconded by Trustee Lapiana and carried.

Trustee Bouchard made a motion to approve the tentative agreement by and between the Civil Service Employees Association and the Village of Perry. Trustee Lapiana seconded the motion and it was carried unanimously. This is the collective bargaining agreement for the Village of Perry General Unit 9253-01 of Wyoming County Local 861 which is effective June 1, 2024 through May 31, 2028.

At 8:18pm, Trustee Lapiana made a motion to adjourn the meeting which was seconded by Trustee Kwiecien and carried.

Respectfully submitted,
Christina Slusser, Village Clerk



RESOLUTION ACCEPTING RESIGNATION OF CROSSING GUARD, KRISTIE NEWTON

WHEREAS, Ms. Kristie Newton has tendered her resignation from the position of Crossing Guard effective December 13, 2024; and

NOW, THEREFORE BE IT RESOLVED, the Village of Perry Board hereby accepts the resignation of Ms. Newton and wishes her well with future endeavors.

Perry Village Office

46 N Main St.

Perry, NY 14530

November 29th, 2024

RECEIVED

NOV 26 2024

Village of Perry
Perry, New York

Kristie Lynne Newton ~~XXXXXXXXXX~~

17 Olin ave

Perry, NY 14530

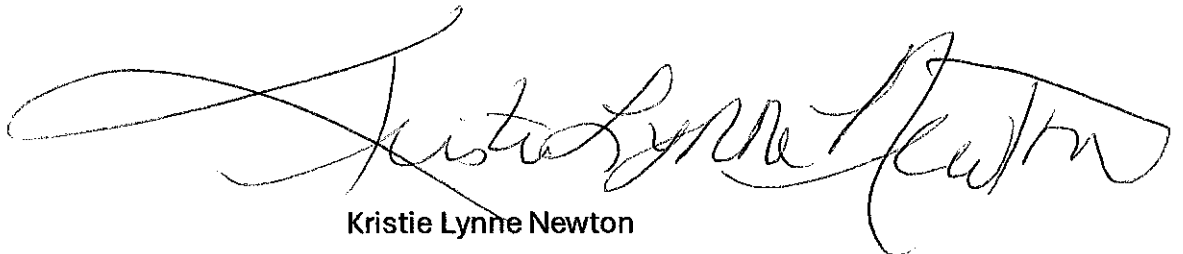
To: Chief Mike Grover:

This is my letter of resignation which will be effective December 13th, going to be my last day. I will be resigning from the crossing guard position in the afternoons at Olin ave.

Reason being for this recognition is for me moving out of state down to Texas, to start over and get healthy.

In the meantime, until December 13 comes around, I am going to continue working up till the last day, thank you everyone for everything you all have done.

Sincerely:

A large, stylized handwritten signature in black ink that reads "Kristie Lynne Newton". The signature is written in a cursive style with large, sweeping loops.

Kristie Lynne Newton



RESOLUTION APPROVING NEW YORK STATE VOLUNTEER FIREFIGHTER CANCER BENEFIT PROGRAM

WHEREAS, the Village of Perry has received a proposal for cancer coverage for the Perry Volunteer Fire Department for the 2025 year; and

WHEREAS, there are two options for coverage: Basic plan for \$147.07 per firefighter per year and the Enhanced plan for \$187.71 per firefighter per year; and

WHEREAS, previously the Village Board has approved the Enhanced Plan coverage for the Perry Volunteer Fire Department to cover all types of cancer; and

BE IT RESOLVED, that the Village of Perry Board of Trustees hereby approves the proposal for coverage from Hartford Life and Accident Insurance Coverage for the Enhanced Cancer Plan for an estimated annual cost of \$4,317.33 for the Perry Volunteer Fire Department and authorizes the Mayor to sign the proposal.



New York State Volunteer Firefighter Cancer Benefit Program

Proposal for Coverage

Effective Date: 01/01/2025

Anniversary Date: January 1

Fire Entity Name: Perry Volunteer Fire Department

Insurer: Hartford Life and Accident Insurance Company

Current Plan Selection: Enhanced Plan

The NYS Volunteer Cancer Benefit Program offers two plans. One plan offers coverage for specific severe and less severe cancers listed in GML 205-CC. The second plan offers coverage for all types of severe and less severe forms of cancer.

There are two coverage components for both plans required by GML 205 - CC:

1. Lump Sum Cancer Benefit and Death Benefit
2. Long-Term Disability

Estimated annual premiums are based on the Eligible Firefighter roster data provided by the fire entity or municipality.

Option1: Basic Plan

Component 1 Lump Sum Cancer Benefit and Death Benefit	
Annual Rate per firefighter:	\$112.01
Maximum Benefit per diagnosis:	\$6,250 (less severe forms of cancer)
	\$25,000 (severe forms of cancer)
Death Benefit per firefighter:	\$50,000

Component 2 Long-Term Disability	
Annual Rate per firefighter:	\$35.06
Monthly Benefit per firefighter:	\$1,500

Option1:Estimated Annual Premium for Firefighters:	\$3382.61
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Option2: Enhanced Plan

Component 1 Lump Sum Cancer Benefit and Death Benefit	
Annual Rate per firefighter:	\$146.89
Maximum Benefit per diagnosis:	\$6,250 (less severe forms of cancer)
	\$25,000 (severe forms of cancer)
Death Benefit per firefighter:	\$50,000

Component 2 Long-Term Disability	
Annual Rate per firefighter:	\$40.82
Monthly Benefit per firefighter:	\$1,500

Option2:Estimated Annual Premium for Firefighters:	\$4317.33
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Effective Date: 01/01/2025

Anniversary Date: January 1

Fire Entity Name: Perry Volunteer Fire Department

Insurer: Hartford Life and Accident Insurance Company

Current Plan Selection: Enhanced Plan

Plan Selection

☐ Basic Plan - offers coverage for specific severe and less severe cancers listed in GML 205-CC

☐ Enhanced Plan - offers coverage for all types of severe and less severe forms of cancer

Signature

Date

Print Name

Title

Please indicate the plan selection for the 01/01/2025-12/31/2025 plan year and return this completed form to FFCP@aisadmin.com



RESOLUTION APPROVING WAIVER OF SEWER CHARGES FOR 70 NORTH MAIN STREET

WHEREAS, the Village of Perry received a request from the Perry Public Library at 70 North Main Street to waive the sewer charges due to a water leak; and

WHEREAS, it was determined that the water was leaking under the building and not entering the Village's sewer system; and

WHEREAS, the Public Works Committee has reviewed the request and is recommending approval; and

NOW, THEREFORE BE IT RESOLVED, the Village of Perry Board of Trustees hereby approves the waiver of sewer charges for 70 North Main Street and authorizes the Village Clerk to apply a credit to the account in the amount of \$117.60.

STAFF REPORT

From: Amanda Bouchard

To: DPW Committee

Date: November 15th, 2024

Re: Petition to waive Sewer Charges



This staff report reviews a request to waive sewer charges for 70 North Main Street (acct# 21118)

Perry Public Library: Water Leak – A request was received on 10/25/2024 from Jessica DeMarte, Library Director of the Perry Public Library located at 70 N Main St. A leaking water line caused an increase in average billing.

On 10/25/2024 the Village of Perry's Clerk's office received a request from Jessica DeMarte on behalf of the Perry Public Library requesting a review of the Sewer portion of their bills from November 2023 through November 2024. Beginning in November 2023, the Clerk's office sent a Potential Leak letter to the Perry Public Library with their quarterly Water & Sewer bill for a total of four consecutive billing cycles. After receiving a Potential Leak letter in March 2024, toilets at the library were inspected and repaired of leaks. After receiving a Potential Leak Letter in June 2024, the outside spigot at the library was inspected and repaired of leaks. After receiving another Potential Leak letter in September, Harding's came, they checked all the toilets and shut off all the valves inside. The water meter continued to run, leading Harding's to believe the leak was coming from outside, under the building. Harding's replaced the water lines throughout the building then again shut off all the valves inside. The water meter no longer ran, confirming the leak was coming from under the building and not passing through the sewer.

The total water consumption for the two years prior to the Potential Leak letters being sent was 32,000 gallons, with an average of 4,000 gallons per quarter. The total water consumption for the four quarters the library received a potential leak letter was 30,000 gallons with an average of 8,000 gallons per quarter. 14,000 gallons higher than the annual average.

Request

Considering an average usage of 16,000 gallons per year prior to the leak beginning, and the leak was under the building where the water went into the ground and did not pass through the sewer, the request is to waive the 14,000 gallons of sewer charges in excess of the average annual usage and apply a credit in the amount of \$117.60.



RESOLUTION APPROVING PROPOSAL FROM LABELLA FOR ADMINISTRATION SERVICES FOR THE SMALL PROJECT FUND

WHEREAS, the Village of Perry received a grant in the amount of \$495,000 through the Downtown Revitalization Initiative for a Small Project Fund; and

WHEREAS, the Village sent out a Request for Proposals for Administrative Services and received four proposals; and

WHEREAS, the Village developed a committee to review the proposals and select a consultant; and

WHEREAS, the committee is recommending approving the proposal from LaBella for the Small Project Fund Administration; and

NOW, THEREFORE BE IT RESOLVED, that the Perry Village Board of Trustees hereby approves the proposal from LaBella in an amount not to exceed \$49,500.

Abstract # 013
Summary by Fund11/27/2024
16:27:33

Code	Fund	Prepays	Unpays	Totals
A	GENERAL FUND	558.40	30,168.99	30,727.39
F	WATER FUND	18.90	10,221.40	10,240.30
G	SEWER FUND	18.90	14,305.21	14,324.11
HE	CDBG STORMWATER IMPROVEMENTS P		115.00	115.00
HF	WATER TREATMENT PLANT PROJECT		8,400.00	8,400.00
TA	TRUST & AGENCY		683.08	683.08
Total:		596.20	63,893.68	64,489.88

Vouchers #937-994 were audited by Trustee Lapiana.

**DRAFT PARKING LOT AND PERMIT POLICY:
PERRY, NY - Wyoming county - population 3,5k**

The East Main Lot (EML) was only at capacity during Farmers Markets and the Chalk Art festival - a problem that occurs ~20 times annually and is exacerbated by the events occurring on parking lot space, reducing overall capacity.

Evening data on the village lots indicate low usage (avg. 6 cars parked) however *data is biased towards warmer months*. It has been observed that many of the cars parked on Covington belonging to tenants will park in the village lot during the winter months when overnight street parking is out of season. This trend has been observed as of November. This will add an estimated 6-8 parked cars to the village lot, bringing the winter evening count to roughly 12.

That brings the Village Municipal Parking Lot Capacity in 2024 to 33%

Given the national trend towards less car ownership for younger families most likely to live in the upper floor apartments within the downtown, we anticipate that the Village will reach 50% capacity in overnight parking within the next 12-18 months. Given the current and projected capacity of the East Main Lot, the need to plan for and develop a more formalized West Main Lot is recommended within the next 3 years.

RECOMMENDATION A: DEVELOP A WML (WEST MAIN LOT) WITHIN THE NEXT 3 YEARS

Preliminary study indicates additional capacity for at least 24 vehicles, if not more - across multiple parcels with large rear lots on the west of Main Street. Formalizing a new WML would expand total parking capacity by >160% and meet the projected parking needs of up to 30-40 new residents within the downtown. That accommodates parking for roughly 13-20 new apartments downtown.

The Village board has requested that we review comparable municipal parking policies from other villages to assess what would be suitable for Perry. Specifically - they have requested we review *parking permits and the procedures/laws associated with them*. Based on the reviewed policies from other similarly sized villages, we've outlined the following recommendations.

RECOMMENDATION B: PROPOSED EAST MAIN LOT POLICY

- Public parking is allowed in all spaces within the EML *from the hours of 6am - 10pm* with no time limit.
- Commercial parking is prohibited within the EML.
- Overnight parking is prohibited in the EML except for the following exceptions:
 - The parking space is marked as *guest/visitor/overnight* parking
 - The automobile has a resident parking permit

RECOMMENDATION C: RESIDENT PARKING PERMIT

- Parking permits are the responsibility of the automobile owner - not the building owner
 - Owner shows proof of registration and proof of residency in the Village
 - Owner pays annual resident parking permit fee
- Parking permits can be attained on an annual basis via the Village Clerk's office
 - Permits are issued in January until the end of their calendar year.
 - Permits would be limited to the EML and eventually the WML once developed
 - Permits would be limited to 80% of the overall parking lot capacity, with the remaining percentage allocated for non-resident use. (*Roughly 28 EML spaces*)
- Automobiles that do not follow the outlined procedure will be towed at the owners expense

RECOMMENDATION D: Develop a subcommittee between the the Village, Police Department, and village staff to finalize details for a policy that takes into account the roles of each group, and can strategize roll-out.

- **The Police Department**

- Potential enforcement of EML and WML when developed
- Enforcement/towing

- **Village Staff**

- Developing a simple one-page permit form (see Larchmont example)
- Determining the correct fee for resident parking permitting
- Determine what permits/stickers/tags will look like

- **Planning Board**

- Continued study of EML parking counts
- Finalize the correct number of total permits to be issued (80% or 28/36)

- **Village Board**

- When would be the most appropriate time to roll out the program to the public?
 - When EML is at 50% capacity? When EML is at 80% capacity?
- Is there a desire to issue the first round of permits for free or at a reduced rate to build good will as the program kicks off?
- Can a building owner, within reason, purchase a group of parking tags for the year to issue to their own residents as they see fit?

Example parking permit policies: OSSINING, NY - Westchester county - population 28k

Municipal Parking

Municipal lot parking permits are issued by the Clerk's office.

2023 Municipal Parking Fees

- Annual day use parking lot permit: \$275
- 3 month day use parking lot permit: \$85
- Annual overnight use parking lot permit: \$70
- 6 month overnight use parking lot permit: \$45

As per Section [250-33 "Tag Parking" of the Village of Ossining Code](#), commercial vehicles are prohibited from applying for Municipal Permits. For purposes of Municipal Lot Parking Permits, this means not only commercial vehicles as defined by NYS but also any vehicle that presents the outward appearance of a vehicle used primarily in furtherance of commercial or industrial advertising (for example, a car with advertisements or commercial messages on it).

Permits for parking in municipal parking lots shall be issued annually by the Village Clerk for the period of January 1 through December 31. All permits for parking in municipal parking lots shall expire on December 31 of the year the permit was issued.

Talking points;

- What fee schedule would make sense for Perry?
 - X% of annual lot maintenance / number of parking spaces
- Hadn't considered the commercial parking issue. Do we care? Does it matter? Lots of folks work and drive a work vehicle - but we do want to dissuade some commercial entity from just buying up spots to park cars that don't belong to residents...
- January 1 to December 31 timeframe

Example parking permit policies:

LARCHMONT, NY - Westchester county - population 6,4k

Village of Larchmont – Office of the Village Clerk

APARTMENT RESIDENT PARKING – 2024/25

120 Larchmont Avenue, Larchmont, New York 10538

Phone: (914) 834-6230, Press 1



Applicant and Vehicle Information (Please Print or Type)

Name _____ Daytime Phone _____

Address _____ City/State/Zip _____

E-Mail _____ Cell Phone _____

Vehicle Description: Plate # _____ Year _____ Make _____ Color _____ -

Annual Permits: Good June 1, 2024 – May 31, 2025

Semi-annual Permits: Good June 1, 2024 – November 30, 2024 **OR** December 1, 2024 – May 31, 2025

Palmer Avenue District – Village of Larchmont Residents Only - Limit: 3 Per Household Lots 4, 7, and 10 only

Type of Permit	Semi-annual	Senior Semi-annual 65+	Annual	Senior Annual 65+
Night Valid: 7 nights/wk 4pm-8am, Saturday 8am- 4pm*	☐ \$205	☐ \$155	☐ \$395	☐ \$300
24-hour Valid: 24/7**	☐ \$385	☐ \$290	☐ \$735	☐ \$555

*Night permit may be used in Lot 1 until 7am and in Lot 3 until 6am.

**Night portion of 24-hour permit may be used in Lot 1 until 7am and in Lot 3 until 6am.

Boston Post Road District – Village of Larchmont Residents Only - Limit: 3 Per Household Lots 5 and 6 only

Type of Permit	Semi-annual	Senior Semi-annual 65+	Annual	Senior Annual 65+
Night Valid: 7 nights/wk 4pm-8am, Saturday 8am- 4pm	☐ \$205	☐ \$155	☐ \$395	☐ \$300
24-hour Valid: 24/7	☐ \$385	☐ \$290	☐ \$735	☐ \$555

I Have Attached: (Include all required documents)

☐ Copy of Valid Car Registration	☐ Check Made Payable to Village of Larchmont
☐ Proof of Residency	☐ Notarized Letter from car owner (if different name)
☐ Self-Addressed Stamped #10 Envelope (if mailing)	☐ Senior Citizen Discount -65+ Valid ID Required

For Office Use Only

Permit No. _____ ☐ CA ☐ CK ☐ CR Fee Paid \$ _____ Date Issued _____

Example parking permit policies:

GENESEO, NY - Livingston county - population 10,4k



There is **no 24-hour parking on village streets** in Geneseo.

The Village Municipal Lot offers free one and two hour parking areas as well as **permit parking areas**.

Parking on streets is prohibited between 2 AM and 7AM. No boulevard/front lawn parking.

Parking meters are enforced to encourage turnover and ensure that parking is available to customers of Main St. businesses.

Meters accept quarters and parking cards. Parking debit cards are available for purchase through the [Village Clerks Office](#).



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- Durable .020" plastic construction
- Consecutive numbering available
- Print on one or two sides

Perfect for:

- Schools | Hospitals | Government Parking | Properties | Corporations | Secure Parking Facilities

Standard Hang Tag Parking Permits

★★★★★ 33 Reviews

- Deluxe plastic material
- 4 color process for a detailed, full color image
- Production time: 3 days

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NUMBERING

No Numbering

SIDES ⓘ

1 Side

SIZE

2.75" x 4.75"

QUANTITY - ORDER MORE, SAVE MORE!

	Quantity	Unit Price	Total	
☒	125	\$1.52	\$190.00	
☐	250	\$1.03	\$257.50	-32%



RESIDENT PARKING TAG
PERMIT NO. 0001