

Present: Mayor: Brian Hemminger
Trustee: Howard Hughson Trustee: Joe DeBrock
Trustee: BJ Hicks Trustee: Michael Cheney

Also present: Clerk/Treasurer: Jill Seifert; DPW Superintendent: Ken McAllister, Deputy Clerk/Treasurer: Melissa Westfall; WWTP Operator: Adam Lotyczewski; Code Enforcement Officer: Jim Murphy; Police Chief: John Storer & Fire Chief: Ron Nieskes.

Public: Planning Board Chair: Randy Scott; Tim Maslyn & MaryAnne Gier

Mayor Hemminger opened the meeting with the pledge of allegiance to the flag at 7:00 pm.

Mayor Hemminger welcomed the new Trustees, introducing them to the meeting attendees.

7:02 PM Opened the public hearing on the proposed 2016-2017 Budget.

7:04 PM With no public comment, the public hearing was closed.

Board discussion regarding the budget followed, with Mayor Hemminger going over the highlights as follows:

- Tax Rate – decreased from \$5.57/\$1,000 to \$5.52/\$1,000 of assessed value.
- Tax levy – remains at \$441,294.
- General fund total expenses increased \$77,060 (5.44%) to \$1,492,754 from last budget year.
- Water rate will be increased 19% from \$5.25/100 cu. ft. to \$6.25/100 cu. ft.; the water reserves need to be replenished after several large projects completed in recent years. The increase will be effective at the June 15th meter reading and reflected in the October 1st billing, notification to be included in the May 1st sewer billing.
- Sewer rate will be increased 6.3% from \$15.75/month per unit to \$16.75/month per unit; costs to bring the facility up to current standards continue. The increase will be effective at the August 1st billing, notification to be included in the May 1st billing.

Joe questioned why none of the vehicle purchases discussed at the budget workshop (March 7th) were taken out of this year’s budget; Jill clarified that with the build out dates, we wouldn’t have been able to receive them within the current budget year so it was decided to purchase the Tool Cat, with the funds available within this year, and leave the three vehicles in the 2016-2017 budget. With no further questions or comments; motion by Trustee DeBrock, 2nd by Trustee Hughson to adopt the budget as proposed; version dated March 21, 2016, including the above referenced water and sewer rate increases. The following vote was taken:

	<u>AYE</u>	<u>NAY</u>
Trustee: Joe DeBrock	XX	_____
Trustee: BJ Hicks	XX	_____
Trustee: Michael Cheney	XX	_____
Trustee: Howard Hughson	XX	_____
Mayor: Brian Hemminger	XX	_____

Motion by Trustee DeBrock, 2nd by Trustee Hughson and unanimously carried accepting Mayor Hemminger’s recommendation of employee rates as shown on the 2016-2017 Employee Payroll Roster provided to the Board at the March 14th Board Meeting.

REPORTS:

Police: 1. March reports – No questions.
2. April schedule.
3. Court fees - None.
4. Move into 413/414 (previous Child Advocacy area) – progressing, waiting on FLTG to move phone system.

8 Banta Street: 1. Midlakes Music (Room 309) – unsure of the status of the room; Jill to check with Janie.
2. Alarm Business Wing – Brian discussed his conversation with Chris from Doyle Security; with the Police Departments move to 413/414 and the separate entrance therein, now would be an opportunity to install motion sensors in that hallway. The Board is okay with looking into this further.
3. Generator – Ken has discussed this with Joe Tavano Electric, still waiting on a return visit. Received an email from Commercial Power Systems, a generator company from Farmington, wanting to provide us with a site survey.

DPW, WWTP & Water:

1. March report: no questions. Ken indicated that the renovations of the Clerk’s Office are well underway, made the Board aware that due to using his personal woodworking tools he will be at his home with the Village pickup for periods of time.
2. WWTP – Adam introduced himself to the new Board members. He indicated that he has been reading meters; filling out various required forms and gearing up for spring this past month. Brian asked the Board their thoughts on Ken looking through the applications we currently have on file and pulling people that we would like to interview for the second WWTP operator trainee from those or advertising for applications. The Board is fine with advertising

only if need be. Briefly discussed the training time frame and it was decided to fill the position and then worry about these details later.

Redfield Park: 1. Received the annual request from Midlakes Babe Ruth to use the fields for practice during the month of April; certificate of insurance included. The Board has no objection to this use.

Crooked Bridge Park:

1. Ken reported that the gristmill stone base is being powder coated; a concrete slab needs to be poured at the site. Brian requested Ken to confirm with Jim Cheney the plaque purchases.

Code Enfmt: 1. March reports: no questions. Jim reported that the new building codes have been released; they consist of 10 volumes with a transitional period from 4/6/16 – 10/3/16. Cornerstone Outdoor Services has leased 2-4 North Newark Street from Ray Howard; using middle section, may be subleasing other portions. Brian questioned Jim about the renewal of Larry Tillack’s building permit for Larry’s Restaurant; shouldn’t the Village expect results from the soil tests, Jim indicated that it is a NYS DEC requirement not the Villages.

Fire Department:

1. March report – No questions. Ron indicated that the Scott air packs are in service and working great. Brian reported that he attended the Fire Department Banquet at the Clifton Springs Country Club; best banquet he has been to in years.
2. Volunteer Applications – Motion by Trustee Hughson, 2nd by Trustee Hicks and unanimously carried accepting Keith Wise & James Bements’ volunteer applications, per the Fire Departments’ recommendations.

YP&R Comm: 1. Nothing to report – Adam questioned installation timing of repaired exterior field benches at PCC; Brian directed him to coordinate this with Executive Director Janie Burgess.

Treasurer Rpt: 1. March report – Still looks good; just a few transfers late into the budget year.
2. Budget changes – the following resolutions were offered increasing the 2015-2016 budget:

RESOLUTION #4 - 2016

The following resolution was offered by Trustee Hughson, 2nd by Trustee Cheney at the Board Meeting on April 11, 2016:

Resolution Authorizing the Increase of the 2015-2016 Budget for Village of Phelps General Fund:

WHEREAS, THE Board of Trustees wishes to increase Appropriated to Reserves – Revenue (A511R) and Appropriations – Expenses (A522R) \$125,000.00 for the purpose of purchasing 20 - SCBA Scott Packs;

WHEREAS, funds are allocated and available for such purpose in the Fire Department Equipment Reserve Fund;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Village of Phelps authorizes as follows:

- 1. That the Treasurer of the Village of Phelps be, and he/she hereby is, empowered to increase the 2015-2016 Budget for the General Fund.

The following vote was taken:

	<u>AYE</u>	<u>NAY</u>
Trustee: Joe DeBrock	XX	_____
Trustee: Bette J. Hicks	XX	_____
Trustee: Michael Cheney	XX	_____
Trustee: Howard Hughson	XX	_____
Mayor: Brian Hemminger	XX	_____

Motion carried.

RESOLUTION #5 - 2016

The following resolution was offered by Trustee Hughson, 2nd by Trustee DeBrock at the Board Meeting on April 11, 2016:

Resolution Authorizing the Increase of the 2015-2016 Budget for Village of Phelps General Fund:

WHEREAS, THE Board of Trustees wishes to increase Revenue - A2350 Youth Program – Town and Appropriations – Expenses A522 \$7,000.00 for the purpose of allocating funding to the Phelps Community Center as per the Internunicipal Agreement for Recreational Services;

WHEREAS, funds are available for such purpose;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Village of Phelps authorizes as follows:

- 1. That the Treasurer of the Village of Phelps be, and he/she hereby is, empowered to increase the 2015-2016 Budget for the General Fund.

The following vote was taken:

	<u>AYE</u>	<u>NAY</u>
Trustee: Joe DeBrock	XX	_____
Trustee: Bette J. Hicks	XX	_____
Trustee: Michael Cheney	XX	_____
Trustee: Howard Hughson	XX	_____
Mayor: Brian Hemminger	XX	_____

Motion carried.

- Minutes:
1. Minutes of the March 14, 2016 Regular meeting – Motion by Trustee DeBrock, 2nd by Trustee Hughson, and carried accepting the minutes as revised.
 2. Minutes of the March 21, 2016 Special Meeting – Motion by Trustee Hughson, 2nd by Trustee DeBrock, and carried accepting the minutes as presented.

- Correspondence:
1. Time Warner Cable – 03/16/16 & 04/06/16- Station & technical changes.
 2. Time Warner Cable – 02/11/16 renewal of franchise agreement – Jill delivered to Jeff Graff for his review.
 3. Chatfield Engineers – request to be named the Village Engineer; the Board agrees that we have been using engineers on an as needed basis without naming one specifically.

- New Discussion:
1. Un-Paid Water/Sewer: Motion by Trustee DeBrock, 2nd by Trustee Hughson and unanimously carried authorizing the clerk’s office to send un-paid water & sewer payments and property maintenance charges to Ontario County for re-levying on to the June 2016 village taxes.
 2. Two Hour Parking Restriction – Brian asked the question that was brought up at a recent meeting of the downtown merchants, could the first row of parking spots closest to the buildings in the Exchange Street parking lot have some sort of 2 hour parking restrictions, in an attempt to keep those spots available to customers rather than tenants of the apartments? Chief Storer replied that it would be very difficult to enforce; that parking lot has a lot of issues in general. The Board feels that it is a reasonable request and perhaps we could work out the details and include it with the parking code updates.
 3. Resolution 3 – 2016 Wayne-Finger Lakes BOCES Cooperative- Natural Gas Bid – the following resolution was offered by Trustee DeBrock, 2nd by Trustee Hughson:

RESOLUTION FOR THE PURPOSE OF PARTICIPATING IN A COOPERATIVE BID COORDINATED BY THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF ONTARIO, SENECA, WAYNE AND YATES COUNTIES FOR COOPERATIVE NATURAL GAS BID FOR THE PERIOD OF 10/01/2016-09/30/2017

WHEREAS, The Village of Phelps of New York State desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase for supply of natural gas. And...

WHEREAS, The Village of Phelps of New York State is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o... And...

WHEREAS, The Village of Phelps of New York State has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Village of Phelps of New York State and making recommendations thereon...

THEREFORE, BE IT RESOLVED, That The Village of Phelps of New York State and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above... And...

BE IT FURTHER RESOLVED, That The Village of Phelps of New York State authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services... And...

BE IT FURTHER RESOLVED, That The Village of Phelps of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding... And...

NOW, THEREFORE, BE IT RESOLVED, That The Board of Trustees on behalf of the Village of Phelps of New York State hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for supply of natural gas and if requested to furnish the Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by the Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

I, Jill Seifert, Village Clerk of the Village of Phelps, do hereby certify that the Board of Trustees of the Village of Phelps adopted the aforementioned resolution on April 11, 2016, by the following vote:

	<u>Aye</u>	<u>Nay</u>
Brian Hemminger	XX	_____
Howard Hughson	XX	_____
Joe DeBrock	XX	_____
Michael Cheney	XX	_____
Bette Hicks	XX	_____

4. Local Law addressing Downtown mixed use – it was both the Village Board and the Planning Board’s intent to allow residential space on the second & third floors with commercial space on the first floor in the downtown section of the Village, unfortunately this did not get reflected correctly when we adopted the new zoning schedules. The Board was provided with a suggested local law drafted by Jeff Graff, discussion followed whether this should be a permitted use in the C2 district or a special use. The Board requested Jim Murphy review the paperwork and comment.
5. Interim appointments – Fire & YPR Commissioners, Deputy Mayor etc – Brian decided to hold off until the organizational meeting in May.
6. Appointments – Mayor Hemminger offered the following appointments; Tim Maslyn to the the Planning Board filling Shaun Keebler’s term expiring May, 2019 and Paige Cheney to the Zoning Board of Appeals filling Dennis King’s term expiring May, 2020.

- Old Discussion:
1. Crosswalk at PCC/Old Mill – Ken will talk to Greg Trost and advise.
 2. Parking Code.

Transfers: Motion by Trustee DeBrock, 2nd by Trustee Hughson and unanimously carried to make the following transfers:

To:	From:	Amount:
A1620.4	A5110.4	\$ 600.00
A3410.42	A3410.4	\$ 800.00
A1620.421	A5110.4	\$1,000.00
A1620.422	A1620.4	\$ 3.00

Vouchers: Motion by Trustee Hughson, 2nd by Trustee DeBrock and carried to pay the following vouchers as presented.

Abstr#11	General	Ck #'s: 14625 – 14673	In the amount of:	\$ 172,268.23
Abstr#11	Water	Ck #'s: 11009 – 11017	In the amount of:	\$ 1,033.77
Abstr#11	Sewer	Ck #'s: 11610 – 11623	In the amount of:	\$ 3,007.65

Adjournment: 8:06PM: Motion by Trustee DeBrock, 2nd by Trustee Hughson and carried to adjourn the meeting.

Respectfully submitted,

Jill K. Seifert
Clerk/Treasurer