

Present: Mayor: James Cheney
Trustee: Brian Hemminger Trustee: Joe DeBrock
Trustee: Howard Hughson Trustee: Greg DeRuyter

Also Present: DPW Superintendent: Ken McAllister; Clerk/Treasurer: Jill Seifert; WWTP Operator: Carl Peake; Code Enforcement Officer: Jim Murphy; Deputy Clerk/Treasurer: Melissa Westfall & Fire Chief: Ron Nieskes

Also Present: Mary Smith, Cory Ferrer, Mary McMillin and Erin Storer

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

Mayor Cheney welcomed the assembled public; a parent & students fulfilling their government class requirement.

ORGANIZATIONAL MEETING:

Village of Phelps Organizational Meeting for 2014/2015:

The following appointments were offered by Mayor Cheney; all the expiring terms will be held over in office until the Clerk’s Office can confirm interest in continuing to serve.
Motion made by Trustee Hughson, 2nd by Trustee DeBrock to accept appointments:

APPOINTMENTS:

Deputy Mayor	Brian Hemminger
Village Attorney	n/a – fee basis
Village Clerk / Treasurer	Jill Seifert
Deputy Clerk / Treasurer	Melissa Westfall
Sewer Biller / Water Collector / Tax Collector	Jill Seifert
Sewer Collector / Water Biller / Deputy Tax Collector	Melissa Westfall
Street Commissioners	Trustee Greg DeRuyter Trustee Brian Hemminger
Water Commissioners	Trustee Joe DeBrock Trustee Brian Hemminger
Sewer Commissioners	Trustee Howard Hughson Glen Webster - Chair
Youth, Parks & Recreation Commissioners	Trustee Greg DeRuyter Trustee Brian Hemminger Carol Lord Danielle Edgemon Michelle Dorr Heather DeRuyter
Historic District & Structures Commissioners (3 year terms)	Trustee Brian Hemminger - Liaison Sandy Clise – Chair (Exp July 2016) Open (Exp July 2015) Patricia Jones (Exp July 2015) Dana Mark (Exp July 2017) Robert Quigley (Exp July 2015)
Police Commissioners	Trustee Joseph DeBrock Trustee Brian Hemminger David Tillman Peter Cheney - Chair
Planning Board (5 year terms)	Randy Scott – Chair (Exp May 2016) Bob Springer (Exp May 2015) Shaun Keebler (Exp May 2019) Mike Blair (Exp May 2018) Joe Scibona (Exp May 2017)
Zoning Board of Appeals (5 year terms)	Pat Hemminger – Chair (Exp May 2019) Denise Schlossnagle (Exp May 2016) Dennis King (Exp May 2015) David Clark (Exp May 2018) David Gruschow (Exp May 2016)

Fire Department Commissioners	Trustee Brian Hemminger
Building Committee	Mayor James Cheney Trustee Howard Hughson
Personnel Committee	Mayor Jim Cheney Trustee Howard Hughson
P.C.C. Non-voting Board Member	Mayor Cheney
Official Newspapers	Finger Lakes Times Canandaigua Daily Messenger
2014/2015 Floating Holiday	December 26 th or employee choice

The following vote was taken:

	<u>AYE</u>	<u>NAY</u>
Trustee: Joe DeBrock	XX	_____
Trustee: Brian Hemminger	XX	_____
Trustee: Greg DeRuyter	XX	_____
Trustee: Howard Hughson	XX	_____
Mayor: Jim Cheney	XX	_____

Procurement Policy:

Motion made by Trustee Hemminger, 2nd by Trustee DeRuyter :

RESOLUTION #05- 2014

VILLAGE OF PHELPS
PROCUREMENT POLICY

To be attached to billing invoice (for audit trail).

Purchase has been reviewed and it has been determined to be:

NO QUOTES IF COST IS UP TO \$4,999.00

Subject to Competitive Bidding
----- Public Works Contract (over \$35,000)
-----Purchase Contract (over \$20,000)

OR

Three (3) Written/Faxed Quotes if Cost is Between
-----Public Works Contract (\$ 5,000-\$34,999) -----Purchase Contract (\$5,000-\$19,999)

1a. Vendor Name: _____

b. Contact: _____ Telephone Number: _____

c: Item Quoted: _____

d. Vendor Quote: \$ _____

2a. Vendor Name: _____

b. Contact: _____ Telephone Number: _____

c: Item Quoted: _____

d. Vendor Quote: \$ _____

3a. Vendor Name: _____

b. Contact: _____ Telephone Number: _____

c: Item Quoted: _____

d. Vendor Quote: \$ _____

PROFESSIONAL SERVICES:

Requests for proposals are to be solicited to obtain qualified professional services such as architects, engineers, accountants, auditors, lawyers, fiscal consultants and other professionals.

I, Jill Seifert, Village Clerk/Treasurer of the Village of Phelps do hereby certify that the aforementioned resolution was adopted by the Board of Trustees of the Village of Phelps on June 9, 2014, by the following vote:

	<u>AYE</u>	<u>NAY</u>
Trustee: Joe DeBrock	XX	_____
Trustee: Brian Hemminger	XX	_____
Trustee: Greg DeRuyter	XX	_____
Trustee: Howard Hughson	XX	_____
Mayor: Jim Cheney	XX	_____

MILEAGE: The mileage rate will be as prescribed by the IRS rate.

ADVANCED APPROVAL OF CLAIMS:

Motion made by Trustee DeRuyter, 2nd by Trustee Hughson:

RESOLUTION #06 - 2014

Advance Approval of Claims:

WHEREAS the board of trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges, payment of sewer bond payment, and any other payment deemed necessary with authority of Mayor or Deputy Mayor,

WHEREAS all such claims shall be presented at the next regular meeting for audit, and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of trustees,

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges and payment of sewer bond payment and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of trustees.

Section 2. That this resolution shall take effect immediately.

I, Jill Seifert, Village Clerk/Treasurer of the Village of Phelps do hereby certify that the aforementioned resolution was adopted by the Board of Trustees of the Village of Phelps on June 9, 2014, by the following vote:

Vote:

	<u>AYE</u>	<u>NAY</u>
Trustee DeBrock:	XX	_____
Trustee Hemminger:	XX	_____
Trustee DeRuyter:	XX	_____
Trustee Hughson:	XX	_____
Mayor Cheney:	XX	_____

Resolution adopted.

ATTENDANCE AT SCHOOLS:

Motion made by Trustee Hemminger, 2nd by Trustee DeBrock:

RESOLUTION #07 – 2014

Attendance at schools:

WHEREAS there is to be held during the coming official year

- a.) New York State Conference of Mayors Annual Meeting and Training School;
- b.) New York State Conference of Mayors and Fall Training School for Fiscal Officers and Municipal Clerks;
- c.) Accounting II School;
- d.) Water conferences/meetings, Code Enforcement Schools, Planning Board and Zoning Board of Appeals training sessions; and

WHEREAS it is determined by the board of trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers and employees are hereby authorized to attend the following schools:

- a.) New York State Conference of Mayors Annual Training School: Mayor and/or Trustees;
- b.) New York State Conference of Mayors and Fall Training School for Fiscal Officers and Municipal Clerks: Village Clerk/Treasurer and/or Deputy Village Clerk/Treasurer

- c.) Sewer/Water/ Conferences/Meetings: DPW, Wastewater, and Clerk/Treasurer and/or Deputy Clerk/Treasurer
 - d.) Accounting II school; Deputy Village Clerk/Treasurer
 - e.) NYCOM Main Street Conference: Mayor
- Section 2.** That this resolution shall take effect immediately.

I, Jill Seifert, Village Clerk/Treasurer of the Village of Phelps do hereby certify that the aforementioned resolution was adopted by the Board of Trustees of the Village of Phelps on June 9, 2014, by the following vote:

Vote:

	<u>AYE</u>	<u>NAY</u>
Trustee DeBrock:	XX	_____
Trustee Hemminger:	XX	_____
Trustee DeRuyter:	XX	_____
Trustee Hughson:	XX	_____
Mayor Cheney:	XX	_____

Resolution adopted.

DESIGNATION OF DEPOSITORIES:

Motion made by Trustee DeRuyter, 2nd by Trustee Hemminger:

RESOLUTION #8 – 2014

Designation of Depositories:

WHEREAS the board of trustees has determined that Village Law 4-412(3) (2) requires the designation of banks or trust companies for the deposit of all village monies:

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees does hereby designate the following institutions as depositories of all monies received by the Village Clerk/Treasurer, and receiver of taxes: Community Bank, Bank of Finger Lakes, Lyons National Bank and Canandaigua National Bank.

Section 2. That this resolution shall take effect immediately.

Vote:

	<u>AYE</u>	<u>NAY</u>
Trustee DeBrock:	XX	_____
Trustee Hemminger:	XX	_____
Trustee DeRuyter:	XX	_____
Trustee Hughson:	XX	_____
Mayor Cheney:	XX	_____

Resolution adopted.

SEWER UNIT REVIEW & RECOMMENDATIONS:

Motion by Trustee Hughson, 2nd by Trustee DeRuyter:

RESOLUTION #9 – 2014

Section 1. That the board of trustees does hereby retain the current sewer units and applicable definitions.

Section 2. That this resolution shall take effect immediately.

Vote:

	<u>AYE</u>	<u>NAY</u>
Trustee DeBrock:	XX	_____
Trustee Hemminger:	XX	_____
Trustee DeRuyter:	XX	_____
Trustee Hughson:	XX	_____
Mayor Cheney:	XX	_____

Resolution adopted.

END OF ORGANIZATIONAL MEETING

RESOLUTION #10 - 2014

The following resolution was offered by Trustee Hughson, 2nd by Trustee DeRuyter at the Board Meeting on June 9, 2014:

Resolution Authorizing the Transfer of Funds from the Village of Phelps “Public Works Equipment Fund”:

WHEREAS, THE Board of Trustees wishes to transfer up to \$20,000.00 from the “Public Works Equipment Fund” account for the purpose of purchasing 1/3 of a 2014 E45 T4 Bobcat Compact Excavator;

WHEREAS, funds are available for such purpose in this Reserve Fund for this 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 transfer the funds from the “Public Works Equipment Fund” to the General checking

- account. Said funds to be used solely for the purchase of a 2014 E45 T4 Bobcat Compact Excavator.
- 2. Such a transfer is subject to a 30-day permissive referendum. Petitions requesting a permissive referendum must be filed with the Village Clerk’s office within 30 days as provided by law.

The following vote was taken:

	<u>AYE</u>	<u>NAY</u>
Trustee: Joe DeBrock	XX	_____
Trustee: Brian Hemminger	XX	_____
Trustee: Greg DeRuyter	XX	_____
Trustee: Howard Hughson	XX	_____
Mayor: Jim Cheney	XX	_____

Motion carried.

RESOLUTION #11 - 2014

The following resolution was offered by Trustee DeBrock, 2nd by Trustee Hemminger at the Board Meeting on June 9, 2014:

Resolution Authorizing the Transfer of Funds from the Village of Phelps “Sewer Plant Reserve Fund”:

WHEREAS, THE Board of Trustees wishes to transfer up to \$20,000.00 from the “Sewer Plant Reserve Fund” account for the purpose of purchasing 1/3 of a 2014 E45 T4 Bobcat Compact Excavator;

WHEREAS, funds are available for such purpose in this Reserve Fund for this 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 transfer the funds from the “Sewer Plant Reserve Fund” to the Sewer checking account. Said funds to be used solely for the purchase of a 2014 E45 T4 Bobcat Compact Excavator.
- 2. Such a transfer is subject to a 30-day permissive referendum. Petitions requesting a permissive referendum must be filed with the Village Clerk’s office within 30 days as provided by law.

The following vote was taken:

	<u>AYE</u>	<u>NAY</u>
Trustee: Joe DeBrock	XX	_____
Trustee: Brian Hemminger	XX	_____
Trustee: Greg DeRuyter	XX	_____
Trustee: Howard Hughson	XX	_____
Mayor: Jim Cheney	XX	_____

Motion carried.

REPORTS:

- Police:
- 1. May report: no questions. Mayor Cheney reported that the police departments’ non-emergency line is now being forwarded to Peg Richardson’s cell phone; this is working out well, the answering machine was often full of multiple hang-ups and having a person answering the phone when the call is a police matter is a good thing.
 - 2. June schedule: no questions.
 - 3. Chief Storer requested reinstating Bob Green as a part-time officer. Motion by Trustee DeBrock, 2nd by Trustee Hughson and unanimously carried reinstating Bob Green as a part-time officer per Chief Storer’s recommendation.

- 8 Banta Street:
- 1. Bright Beginnings “Playspace” Proposal – Mayor Cheney indicated the list of questions generated at last month’s meeting had stalled on his desk.
 - 2. The Board complimented Ken on the cedar trees planted at the fence line of the Banta Street Parking.

- DPW:
- 1. May report: no questions. Briefly discussed the water service issue at 19 Banta and the tree removal needed over Flint Creek to the south of the Main Street Bridge.

- Crooked Bridge Park:
- 1. Memorial Park Update – Ken indicated that a landscape architect is scheduled to visit the Park, take pictures etc.

- Redfield Park:
- 1. Per Greg; Carol Lord has scheduled the Concerts in the Park Series; vouchers for the various performers included in tonight’s approvals.

- Wastewater:
- 1. May report: No questions.

- Water: 1. May report: No questions.
- Code Enfmt: 1. May report: No questions. Jim reported that houses on Main, Quarry and Church were recently sold at the County Tax Auction and at a foreclosure sale; new owners are already hard at work cleaning the homes out. A new home will be being built on the vacant lot at 110 Clifton Street. Busy with the normal property maintenance issues that crop up this time of the year.
- Fire Department: 1. May report: No questions.
- YP&R Comm: 1. Trustee DeRuyter reports that he and Mary dePorter met regarding Summer Recreation employees and their recommendations are as follows:
 Co-Leader: Jennifer McMillian
 Assistants: Sean Sweeney
 Sydney Forshay
 Tucker Kerrick
 Hannah Smith
 Coby Maslyn
 Paige Jansen
 Motion by Trustee Hemminger, 2nd by Trustee DeBrock and unanimously carried approving the above list. As Mary is now considered a year-round employee; she does not require this approval.
- Treasurer Rpt: 1. May report: No questions. Mayor Cheney offered a brief review as this is the end of our fiscal year; all three funds are within the few percentage points off, income to expenses, which the state likes to see. Mayor Cheney indicated one of the recently completed audits performed by the Office of the State Comptroller was the Village of ~~Leroy~~ Perry; their Water Fund received a reprimand for unaccounted for water; we are very aware of this in the Village and act accordingly.
- Minutes: 1. Minutes of the May 12, 2014 Regular Monthly Meeting – Motion by Trustee Hemminger, 2nd by Trustee DeBrock and carried to accept the minutes as presented; with Trustee DeRuyter abstaining.
- Correspondence: 1. Time Warner Cable – 5/21/14 & 6/4/14 station & technical changes.
 2. Phelps Community Historical Society News – June, 2014.
 3. NYS Main Street Grant – Briefly discussed application for the upcoming project and the Village’s roll in it. Ed Flynn provided the following resolution supporting the application. Motion by Trustee Hemminger, 2nd by Trustee Hughson and carried accepting the following resolution:

RESOLUTION TO SUBMIT A NEW YORK MAIN STREET GRANT APPLICATION

WHEREAS, the New York State Office of Community Renewal (NYSOCR) is offering New York Main Street Grants of up to \$250,000; and

WHEREAS, the New York Main Street Program offers grant funding to assist “Main Street” or downtown businesses and property owners with building improvements; and

WHEREAS, the New York Main Street Program also offers funding for streetscape amenities; and

WHEREAS, the Village of Phelps is eligible to apply for New York Main Street funding; and

WHEREAS, the target area proposed for grant funding is the historic Phelps business district; and

WHEREAS, the Village was successful in implementing the 2010 Main Street grant;

NOW THEREFORE, BE IT RESOLVED, that the Village of Phelps does hereby enthusiastically support submission of a New York Main Street grant application of up to \$250,000 in grant funding.

	<u>Aye</u>	<u>Nay</u>
Jim Cheney	abstains	_____
Howard Hughson	XX_____	_____
Joe DeBrock	XX_____	_____
Brian Hemminger	XX_____	_____
Greg DeRuyter	XX_____	_____

- New Discussion: 1. Tax Warrant – Motion by Trustee Hemminger, 2nd by Trustee DeBrock authorizing Mayor Cheney to sign the 2014-2015 Village Tax Warrant;

	<u>AYE</u>	<u>NAY</u>
Mayor: Jim Cheney	XX	_____
Trustee: Joe DeBrock	XX	_____
Trustee: Brian Hemminger	XX	_____
Trustee: Greg DeRuyter	XX	_____
Trustee: Howard Hughson	XX	_____

2. Access Control System – Discussed Doyle Security’s proposal; the Board is interested in moving forward on this project but feels that a meeting is in order to work out specifics. Jill to set up and invite PCC Executive Director Janie Burgess.

Old Discussion:

1. Status of easement with residents on Clifton Street.
2. Code Enforcement – Municipal agreement.
3. Change Resthaven law to no parking.
4. Lions Club – Kitchen Naming; Jill contacted Janie, nothing back from PCC as of yet.

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

TO:	FROM:	AMOUNT:
A1325.1	A1325.10	\$50.00
A1325.4	A1325.2	\$810.00
A1490.1	A1620.1*	\$300.00
A1620.42	A1620.4	\$75.00
A3410.4	A3410.2	\$200.00
A5110.1	A1620.1*	\$800.00
A5182.421	A1620.421*	\$2750.00
A8010.4	A8010.42	\$10.00
A8510.421	A8510.4	\$475.00
A8510.4F	A8510.4	\$251.00
G8130.421	G8130.4	\$400.00

Vouchers: Motion by Trustee DeRuyter, 2nd by Trustee Hemminger and unanimously carried to pay the End of Year & June vouchers as presented.

Abstr#12-1	General	Ck #'s: 13482 – 13508	In the amount of:	\$ 30,339.82
Abstr#12-1	Water	Ck #'s: 10762 - 10763	In the amount of:	\$ 179.02
Abstr#12-1	Sewer	Ck #'s: 11199 – 11204	In the amount of:	\$ 1,649.29

Abstr#01	General	Ck #'s: 13509 - 13553	In the amount of:	\$ 87,972.20
Abstr#01	Water	Ck #'s: 10764 – 10770	In the amount of:	\$ 38,142.29
Abstr#01	Sewer	Ck #'s: 11205 – 11215	In the amount of:	\$ 3,584.49

Mayor Cheney briefed the Board on the following:

- The Mayor, along with Planning Board Chair Randy Scott and DPW Superintendent McAllister, received from the Town of Phelps, plans for the proposed highway barn along with a short EAF form to start the SEQR process. A list of questions/concerns will be returned to the Town.

Adjournment: 8:20 PM: Motion by Trustee DeBrock, 2nd by Trustee Hemminger to adjourn the meeting.

Respectfully submitted,

Jill K. Seifert
Clerk/Treasurer