May 11, 2015 Regular Monthly Meeting held at the Village Hall, 8 Banta Street, Phelps, NY

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

Absent: Trustee: Joe DeBrock

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 (7:12 pm) & Fire Chief: Ron Nieskes.

Public: Janie Burgess – PCC Executive Director, Jamie Farr, Superintendent - Phelps-Clifton Springs Central School District, Sheri Scherbyn, Board of Education Member – Phelps-Clifton Springs Central School District & Kathy Bruzee. Donna Bennett – Finger Lakes Academy (7:23 pm).

Mayor Cheney invited Janie to discuss her previously supplied listing of facts regarding the feasibility and availability of rental space within the Community Center in relation to Donna Bennett's request for a commitment letter. Janie briefly discussed the number of rooms needed, the entire "business wing" would be needed, this would displace current tenants; Mayor Cheney indicated that he has further information regarding the Child Advocacy space, while they are relocating to Canandaigua, there is a plan of maintaining their site within our building as a satellite office. The parking is an issue, estimated 24 spots needed for staff; while the parking lot is relatively empty in the morning, the use of the building changes throughout the day/week, additional parking would have to be added somewhere. The use of common areas would be an operational issue, while the gym would be relatively easy as the daytime hours are the least busy, a kitchen schedule would be challenging due to the School Age Program and Bright Beginnings use. Some sort of provision for additional janitorial staffing would be needed. Other topics discussed; infrastructure of the building, possible security requirements, compensation of other tenants for use of their space (library, tae kwon do). With no further questions/comments; Jim summarized the discussion as follows: the circumstances within the building have changed since last year, we have more tenants in the wing being discussed which the Board does not want to displace or disrupt current operations building-wide, parking is a definite issue as is the infrastructure of the building. At this time the Board is unwilling to provide a lease commitment letter due to these concerns. Trustee DeRuyter commented that while Donna is welcome to submit a proposal addressing the concerns identified in Janie's list and, if supported by Janie, the Board would be willing to review it; he doubts that it could be done successfully. Janie, Jamie, Sheri and Kathy left the meeting at 7:22 pm. Donna Bennett entered the meeting; Trustee DeRuyter briefly explained the preceding discussion to Donna, Trustee Hemminger reiterated his concerns regarding the infrastructure of the building and Donna left the meeting at 7:27 pm.

REPORTS:

Police:

1. April reports – No questions.
2. May schedule.
3. Court Fines & Fees – received $50 from the Town Court from Village violations written.
4. Dave Frasca – temporary resignation to facilitate retirement from Ontario County; motion by Trustee Hemminger, 2nd by Trustee DeRuyter and carried by members present accepting Dave Frasca's resignation with our thanks for his years of service to the Village.

8 Banta Street:

1. Village Meeting Room Remodel – moving forward, flooring installer to be starting Wednesday, May 13th.
2. Rental Space Availability – See previous discussion.
3. Generator – Ken has received information from Trustee DeRuyter.
4. Kitchen Coordinator – Motion by Trustee DeRuyter, 2nd by Trustee Hemminger and carried by members present appointing Mary dePorter to this position. Jim indicated that she would need to attend a food safety class as required by NYS DOH and requested that Jill contact NYS DOH to update their records accordingly.

DPW:

1. April report: no questions. Ken reported being very busy, working on VMR, brush pick up, mowing etc. Gene is on vacation, returning Tuesday, May 26th. Our seasonal mower, Bruce DeCann has been unavailable due to a shoulder injury; he should be able to start working soon. Jim indicated he and Ken would be getting together regarding personnel soon.
2. Beautification – Ken asked the Board for input regarding the hanging flower baskets, Trustee Hughson will look into other options and get back to Ken.

Wastewater:

1. April report: no questions. Jim questioned Adam about an incident at the Plant that was mentioned on Ken's report; Adam explained that he was attempting to drain off some liquid from the digester when the line plugged, although the valves were in the closed position they did not hold allowing sludge to spray and spill out onto the floor as he tried to flush the line. Ken came to Adam's aid and both were exposed to the sludge; Adam has initiated a Hepatitis A&B shot series which Ken has already had.

Water:

1. April report: no questions.
2. Annual Water Report – published 4/23/15 in the Merchandiser.
3. Banta Street Water Project - Motion by Trustee Hughson DeRuyter, 2nd by Trustee DeRuyter, to award the Material Supply Contract to the only bidder, Blair Supply, in the amount of $38,001.75. The following vote was taken:

	AYE	NAY
Mayor: Jim Cheney	XX	_____
Trustee: Joe DeBrock	absent	_____
Trustee: Brian Hemminger	XX	_____
Trustee: Greg DeRuyter	XX	_____
Trustee: Howard Hughson	XX	_____

Motion carried.

Crooked Bridge Park:

1. Greg tried to contact Jim Ballerstein, a Village resident who works for Cornell and is interested in helping with the Memorial Garden. Brian indicated that he would stop at Jim's house and ask about a convenient meeting time. Jim Cheney, Greg and Ken will meet with Jim Ballerstein.

Redfield Park:

1. Facilities are open. Ken has installed the hot water tank.

Code Enfmt:

1. April reports: no questions. Jim indicated that he has two court cases pending.
2. Highway Garage Permits – After multiple conversations with Jeff Graff and NYCOM's Wade Beltramo; per NYS municipal law the Town may issue its own permits for demolition and building of the Town Garage despite it being within the Village limits, that being said it still must conform to the Village's zoning requirements. Jim Murphy, Trustee Hemminger and Mayor Cheney all disagrees with this interpretation but will not challenge it. Jim reports that the demolition has been started, with Ken adding that, due to the Towns' ignorance, they are endangering our water and sewer services. In addition, debris is blowing throughout the neighborhood as the construction site is not fenced or secure in any way. Mayor Cheney requests that Jim contact the Town regarding the lack of security and that Jill FOIL the Town regarding any and all permits issued including asbestos removal.

Fire Department:

1. April report – No questions; Ron reported that the fire department has purchased four tablets for use in the trucks when responding, awaiting protective cases for the same. Ron has been in contact with our insurance company and the County attorney regarding mutual aid; only three fire departments in the entire county have "bail out" certification so only these three departments can actually respond with interior firefighters on any structure over two stories. Ron feels that this puts a large burden on our department.

YP&R Comm:

1. Greg reported that he and Mary would be getting together to review the Recreation Assistant applications; Mary has indicated that most everyone is returning from last year, the Co-Leader position is open. The Summer Recreation Program will be run from Monday, June 29th thru Friday, August 14th.

Treasurer Rpt:

1. April report: no questions.

Minutes:

1. Minutes of the April 13, 2015 Regular meeting – Motion by Trustee Hughson, 2nd by Trustee DeRuyter, and carried accepting the minutes as presented.
2. Minutes of the May 7, 2015 Bid Opening - Motion by Trustee Hughson, 2nd by Trustee DeRuyter, and carried accepting the minutes as presented.

Correspondence:

1. Time Warner Cable – 04/15/15, 04/29/15 & 5/6 - Station & technical changes.
2. Memorial Day Parade Invitation – Mayor Cheney and Trustees Hughson and DeRuyter will be participating in the parade; Jill to inform the Legion. Motion by Trustee Hemminger, 2nd by Trustee DeRuyter, and carried by the members present, to close traffic on Route 96/Main Street from Pearl Street to Resthaven Drive from 10:00 am until 12:00 noon on Monday, May 25th to facilitate the parade and program.
3. Ontario County Pathways – Spring 2015.

New Discussion:

1. Sauerkraut Weekend – Friday, July 31st – Sunday, August 2nd ; Kiddie Parade/Family Fun Day will be Sunday, early afternoon. Parade will stay at 4:00 pm on Saturday.
2. End of Year Meeting – Motion by Trustee DeRuyter, 2nd by Trustee Hughson and unanimously carried waiving the Year End meeting and authorizing Mayor Cheney & Clerk/Treasurer Seifert to process any year end transfers/vouchers that may be needed. Jill indicated that all End of Year invoices should be in by Friday, May 22nd with the final check run occurring on or around Tuesday, May 26th.
3. Organizational Meeting – The annual meeting will be held at the June 8th Board Meeting; Jill & Melissa to look into any committee/board vacancies and expirations per Mayor Cheney's request.
4. Recodification Process – Received three copies to be reviewed; available in the Clerk's Office.

Old Discussion:

1. Lions Club- Kitchen naming.
2. Parking Code – Ken & John.
3. BDTC Room Rental – Jeff Graff is working on the document/agreement.

Transfers: Motion by Trustee DeRuyter, 2nd by Trustee Hughson and carried by the members present to make the following transfers:

To:	From:	Amount:
A1490.1	A5142.1	$ 3,000.00
A1620.42*	A1620.4*	$ 50.00
A3410.42	A3410.4	$ 225.00
A5182.421	A1620.421*	$ 1,500.00
A8010.42	A8010.4	$ 10.00
A8160.42	A8160.4	$ 5.00
F8340.4	F8340.4*	$ 5,000.00
F9060.8	F9040.8	$ 245.00
G8130.421	G8130.4	$ 1,200.00

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

Abstr#12	General	Ck #'s: 14030 - 14082	In the amount of:	$ 28,420.85
Abstr#12	Water	Ck #'s: 10882– 10896	In the amount of:	$ 5,027.76
Abstr#12	Sewer	Ck #'s: 11409 –11426	In the amount of:	$ 5,503.47

Mayor Cheney and the Board recognized the fact that Clerk/Treasurer Seifert authorized two checks in advance of audit and that these vouchers were included and approved in the above. Clerk/Treasurer Seifert acknowledges that the Board of Trustees has previously authorized payment in advance of audit for public utility services, postage, freight and express charges, payment of sewer bond payment and any other payment deemed necessary with authority of the Mayor or Deputy Mayor and that said 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.

Adjournment: 8:58 PM: Motion by Trustee Hughson, 2nd by Trustee Hemminger to adjourn the meeting.

Respectfully submitted,

Jill K. Seifert
Clerk/Treasurer