

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

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 & Fire Chief: Ron Nieskes.

Public: Alyssa Bedient & Charlie Aikens

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

Mayor Hemminger introduced Alyssa Bedient to the Board; Alyssa will be the YPR Recreation Leader this summer.

Mayor Hemminger invited Charlie Aikens to address the Board. Charlie would like the Board to consider changing the three parking spaces on Jay Street to two hour parking instead of non-restricted parking. He is unable to mow his grass between the sidewalk and the curb due to a neighbor's vehicle being parked in front of his home constantly. Brian indicated that the three parking spots were added to the street to help with the insufficient off street parking at some homes on the street; there have been numerous changes to the parking, from none, to timed, to unrestricted in designated spots. Unfortunately there is no good solution to parking on Jay Street and while the Board is sympathetic to Charlie's mowing issue; the current parking does the most good for the most people.

REPORTS:

Police: 1. April reports – No questions.
2. May schedule.
3. Court fees - None.
4. American Legion's annual request for police closure of Main Street while the Memorial Day ceremony is conducted; Jill provided John with a copy for his use. Jill to contact Mr. Baker regarding participation and if a vehicle is needed.

8 Banta Street: 1. Generator quote – Ken met with Commercial Power Systems and received a quote; \$80,000 for a building wide unit. Unfortunately, the electric in the building has had so many changes, additions etc that it would be next to impossible to split in into sections thus decreasing the size of the generator needed. Brian thanked Ken for the information and indicated that this is a starting point and obviously would need more thought and discussion.
2. Cameras Computer/Monitor – PCC received a bill from Sloth Electric for time spent reconnecting the cameras to the system after Janie upgraded to Windows 10 which the software does not support. After a brief discussion it was decided that since the repair was provided on a piece of Village equipment that Janie needs to fulfill her management of the building the invoice would be our responsibility. Brian will let Janie know.
3. Brian informed the Board that Janie was questioning whether former Mayor Cheney could retain his code to alarm the building. Jim is often in the building for meetings that run late and it would be convenient if he could still alarm the building when exiting. The Board discussed and decided that we should stick with the protocol that we have in place and deactivate Jim's code.

DPW, WWTP & Water:

1. April report: no questions. The Board offered their compliments to Ken, on the completed renovation in the Clerk's Office.
2. Summer help – Ken would like to hire Nic Westfall as a full-time temporary laborer for the summer. As discussed during the budget season; the street project on Banta requires additional help and this was included in the 2016-2017 budget. Motion by Trustee Hughson, 2nd by Trustee Hicks and carried by members present authorizing Nic Westfall's hiring per Superintendent McAllister's recommendation.

Redfield Park: 1. Concerts in the Park will be held July 11th, 18th & 25th; nothing on the 4th due to the holiday. Brian explained to the new Board Members how Carol Lord, a member of the Youth, Park & Recreation Commission heads this, finding the bands, coordinating etc. More details will follow.
2. Facilities opened 4/25; seasonal laborer back to work. Ken indicated that the opening was easy considering the changes last year.

Crooked Bridge Park:

1. Ready to pour the slab. Plaques are still undecided; working on it.

Code Enfnt: 1. April reports: no questions. Vanilla Bean, a bakery, has opened downtown. Jim reported that he will be at training three days next week but available by phone at all times.
2. Local Law addressing Downtown mixed use – at last month's meeting, the Board requested that Jim review the law as proposed by Jeff Graff; Jim indicated that he was fine with the wording and the mixed use being a permitted use. The Board requests Jill provide the paperwork to them one more time before contacting Jeff Graff to proceed.

3. Trustee Hughson questioned Jim regarding him telling the Resthaven Cemetery Association that it was ok for them to mow the vacant land on Clifton Street, near the mausoleum, only 3 to 4 times a year; the property looks terrible. Jim indicated that per the code; only property 200 ft. from a residence must be mowed, he will check into this further.

Fire Department:

1. April report – No questions. Ron indicated that the trucks will be serviced this next month.

YP&R Comm:

1. Nothing to report – Trustee Hicks to be the liaison to this commission; she met with Alyssa prior to the meeting to get acquainted.

Treasurer Rpt:

1. April report – no questions.
2. Budget changes – the following resolution was offered increasing the 2015-2016 budget:

RESOLUTION #6 - 2016

The following resolution was offered by Trustee Hughson, 2nd by Trustee Cheney at the Board Meeting on May 9, 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 – A1120 County Sales Tax \$10,000, A2650 Sale of Scrap & Excess Materials \$13,000 & A2680 Insurance Recoveries \$8,000 due to unexpected funds and Appropriations – Expenses A522 (A5110.2) \$31,000 to allocate partial funding to purchase an additional Tool Cat as discussed at the March 7, 2016 Budget Workshop and again at the April 11, 2016 Board Meeting;

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	absent	_____
Trustee: Bette J. Hicks	XX	_____
Trustee: Michael Cheney	XX	_____
Trustee: Howard Hughson	XX	_____
Mayor: Brian Hemminger	XX	_____

Motion carried.

ORGANIZATIONAL MEETING:

Village of Phelps Organizational Meeting for 2016/2017:

The following appointments were offered by Mayor Hemminger:

Motion made by Trustee Hicks, 2nd by Trustee Cheney to accept appointments:

APPOINTMENTS:

Deputy Mayor	Howard Hughson
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: Michael Cheney Trustee: Howard Hughson
Water Commissioners	Trustee Joe DeBrock Trustee Howard Hughson
Sewer Commissioners	Trustee Howard Hughson Glen Webster - Chair
Youth, Parks & Recreation Commissioners	Trustee Bette Hicks Trustee Howard Hughson Carol Lord Danielle Edgemon Michelle Dorr Heather DeRuyter
Historic District & Structures Commissioners (3 year terms)	Trustee: H. Hughson - Liaison Sandy Clise – Chair (Exp July 2019) Leah Hamilton (Exp July 2018)

	_____ To replace Patricia Jones (Exp July 2018) moving out of the Village
Alternate -	Dana Mark (Exp July 2017) Stephanie Cheney (Exp July 2017)
Police Commissioners	Trustee Joseph DeBrock Trustee Howard Hughson David Tillman Peter Cheney - Chair
Planning Board (5 year terms)	Randy Scott – Chair (Exp May 2021) Bob Springer (Exp May 2020) Tim Maslyn (Exp May 2019) Mike Blair (Exp May 2018) ___ To Replace Michael Cheney (Exp May 2017)
Zoning Board of Appeals (5 year terms)	Pat Hemminger – Chair (Exp May 2019) Denise Schlossnagle (Exp May 2021) Paige Cheney (Exp May 2020) David Clark (Exp May 2018) David Gruschow (Exp May 2021)
Fire Department Commissioners	Trustee Michael Cheney
Building Committee	Mayor Brian Hemminger Trustee Howard Hughson
Personnel Committee	Mayor Brian Hemminger Trustee Howard Hughson
P.C.C. Non-voting Board Member	Mayor Brian Hemminger
Official Newspapers	Finger Lakes Times Canandaigua Daily Messenger
2016/2017 Floating Holiday	Employee choice

The following vote was taken:

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

Procurement Policy:

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

RESOLUTION #7 - 2016

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: \$ _____

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

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 May 9, 2016, by the following vote:

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

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

ADVANCED APPROVAL OF CLAIMS:

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

RESOLUTION #8 - 2016

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 May 9, 2016, by the following vote:

Vote:

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

Resolution adopted.

ATTENDANCE AT SCHOOLS:

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

RESOLUTION #9 – 2016

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 May 9, 2016, by the following vote:

Vote:

	<u>AYE</u>	<u>NAY</u>
Trustee DeBrock:	absent	_____
Trustee Cheney:	XX	_____
Trustee Hicks:	XX	_____
Trustee Hughson:	XX	_____
Mayor Hemminger:	XX	_____
Resolution adopted.		

DESIGNATION OF DEPOSITORIES:

Motion made by Trustee Hicks, 2nd by Trustee Cheney:

RESOLUTION #10 – 2016

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:	absent	_____
Trustee Cheney:	XX	_____
Trustee Hicks:	XX	_____
Trustee Hughson:	XX	_____
Mayor Hemminger:	XX	_____
Resolution adopted.		

SEWER UNIT REVIEW & RECOMMENDATIONS:

Motion by Trustee Hughson, 2nd by Trustee Hicks:

RESOLUTION #11 – 2016

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:	absent	_____
Trustee Cheney:	XX	_____
Trustee Hicks:	XX	_____
Trustee Hughson:	XX	_____
Mayor Hemminger:	XX	_____

Resolution adopted.

END OF ORGANIZATIONAL MEETING

- Minutes:
1. Minutes of the April 11, 2016 Regular meeting – Motion by Trustee Hughson, 2nd by Trustee Cheney, and carried accepting the minutes as presented.
 2. Minutes of the April 18, 2016 Zoning Board of Appeals – For Information Only.
 3. Minutes of the April 20, 2016 Historic District Commission – For Information Only.
 4. Minutes of the April 25, 2016 Planning Board – For Information Only.

- Correspondence:
1. Time Warner Cable – 04/20/16 & 05/04/16- Station & technical changes.
 2. Midlakes Primary School invitation to 1st grade Memorial Day Performance – Jill to RSVP on Brian’s behalf. Brian informed the Board that he had been contacted by Heather Clark, Dean of Students at the Midlakes Primary School, regarding the possibility of posters or banners outlining the “7 habits” that she would like displayed on Main Street. This is for information only at this point.

- New Discussion:
1. Annexation – Brian informed the Board that he had been approached by Steve McCarrick, Town Planning Board Member regarding the Village possibly annexing Larry Tillack’s property at the west end of the Village into the Village limits. Included in the Board books was a chapter from the NYCOM Handbook for Village Officials outlining the Annexation process and a map of the property. Brian indicated that the request would need to come directly from the property owner and would be a costly legal process.
 2. End of Year Meeting – Motion by Trustee Hughson, 2nd by Trustee Hicks and unanimously carried waiving the Year End meeting and authorizing Mayor Hemminger and 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 20th with the final check run occurring on or around Tuesday, May 24th.

- Old Discussion:
1. Time Warner Cable – 02/11/16 renewal of franchise agreement – following Jeff Graff and Frank Stowell’s reviews; the agreement is back in Time Warner’s hands.
 2. Crosswalk at PCC/Old Mill – Ken will talk to Greg Trost and advise.
 3. Parking Code.
 4. Generator for PCC – added to Old discussion to go forward.

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

To:	From:	Amount:
A5110.2	A1990.4	\$20,000.00
A5110.2	A5110.4*	\$ 6,000.00
A5110.1	A5142.1	\$ 8,000.00
A1490.1	A1620.1*	\$ 2,000.00
A1325.4	A1620.421*	\$ 3,000.00
A1620.4	A1620.421*	\$ 2,000.00
A8160.42	A8160.4	\$ 200.00
A8160.44	A8160.4	\$ 1,000.00

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

Abstr#12	General	Ck #'s: 14674 – 14724	In the amount of:	\$ 135,727.90
Abstr#12	Water	Ck #'s: 11018 – 11026	In the amount of:	\$ 1,967.30
Abstr#12	Sewer	Ck #'s: 11624 – 11639	In the amount of:	\$ 27,189.37

Adjournment: 8:25PM: Motion by Trustee Hughson, 2nd by Trustee Cheney and carried to adjourn the meeting.

Respectfully submitted,

Jill K. Seifert
Clerk/Treasurer