

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

Absent: Trustee: BJ Hicks & Code Enforcement Officer: Jim Murphy

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

Public: Isaiah Colletti – Government Class

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

#### REPORTS:

Police:

1. October report – No questions; Halloween was good, quiet.
2. November schedule – No questions.
3. Court fees - None.
4. Pharmaceutical drop box – John is requesting a letter of support from the Village Board to place a secure drop box within the building as part of Ontario County's Substance Abuse Prevention Coalition. He will be meeting with the involved people onsite tomorrow at 9 a.m. to discuss placement. The Board agrees that this is a worthwhile program and has no objection to Brian signing the letter of support.
5. Parking Code – Briefly discussed Jeff Graff's email regarding John's request to simplify the Vehicle & Traffic Chapter specifically the Parking section. Per Jeff's research, it is an allowed adjustment and he will move forward with the change at the Board's direction. The Board requests Jill contact Jeff and ask him to move forward.

8 Banta Street:

1. Phelps Lions Club Proposed Electrical Project – Dan Moracco has a map of the building including room numbers to facilitate panel labeling. Ken expressed his continued concerns regarding this project, Brian indicated that he has spoke with Dan regarding holding off until the Kitchen improvements discussed last month have been solidified.
2. Auburn Medical Transportation Co. – Motion by Trustee Hughson, 2<sup>nd</sup> by Trustee Cheney and carried by the members present authorizing Mayor Hemminger to sign the lease agreement for Room 403.
3. Ontario Business Analytics – Motion by Trustee Hughson, 2<sup>nd</sup> by Trustee DeBrock and carried by the members present authorizing Mayor Hemminger to sign the lease agreement for Room 402.
4. Security camera system – Received two proposals to solve the problem of PCC evening and weekend staff being unable to view the cameras at Danielle's desk, Janie's office is locked when she is not in. Motion by Trustee Hughson, 2<sup>nd</sup> by Trustee Cheney and carried by the members present deciding to move forward with Ace Computers proposal.
5. Special Olympics – For many years, Special Olympics has been using the facilities on Sundays with either Janie or Tom Cheney letting them in, disarming the building and then returning to alarm the building later. Janie is unavailable most Sunday's and Tom is only available to alarm the building. Janie is requesting a fob and alarm code for Steve Marshall who runs the program. The Board is not opposed to this; they are requesting that Mr. Marshall be the only one to use the fob & code, if he is unavailable, they will have to make other arrangements or cancel. In addition, Jill will set the fob for a limited time on Sundays.
6. Ken indicated that he would be dealing with the lights that are out/flickering in the gym; Brian cautioned him to check with Janie as two of PCC's Board Members were planning on borrowing Steve McCarrick's lift and doing it themselves. Ken explained that he has told Janie that this is not to happen as Steve's lift is an exterior lift and will not fit in the building and in addition, to fit BSB's interior lift in we have to remove the mullions in the doorways which, as the owners of the building, we would prefer to be involved in.

#### DPW, WWTP & Water:

1. October reports: no questions. Ken reported that Banta has been paved and driveway approaches repaired. The crew will be putting top soil around the sidewalks this week, no seeding until spring. The floor and surround of the salt storage building is paved and the block portion of the walls installed. Ken is asking for the Board's thoughts on having the remainder of the building done by a contractor for \$13,500. Ken indicated that he and the crew do not shy away from the work but what would take them all winter picking away at it, would take a contractor two days. There is additional money in the Streets –Project line A5110.4\* that was built as a cushion for Banta Street expenses if CHIPS money was insufficient, as this will not be the case, the money is available. The Board has no objection to Ken moving forward with this plan. Adam indicated that the Christmas decorations would need to be organized soon; to be ready for installation the week of November 28<sup>th</sup>. Ken indicated that the car wash lift station switch out and re-plumb still needs to be scheduled. Commercial Power Systems is onsite at the Community Center, installing the slab and bollards for the generator.

- 2. Letter to Larry Tillack regarding sidewalk repair – for the Board’s information only, when the electric service and sewer lateral was ran to “Larry’s Coffee Shop” property at 266 Main, Larry was informed that the repair to the sidewalk was his responsibility, this letter is a reminder of that.
- 3. Melissa received a phone call from Angela Parsons at 86 Clifton Street requesting the Village waive her November sewer bill due to the sewer backing up at her home at roughly midnight on October 10<sup>th</sup>, requiring clean up. Ken responded that he ran the sewer jetter to solve the problem and spoke to both Angela & Stephen Healy following resolution; to be sure there was no mess or issues. At that time, they indicated that there was no damage and that they had routed what backup there was into the sump pump crock and discharged it that way. After a brief discussion, the Board requested that Jill send a letter indicating that the sewer bill would not be waived.
- 4. Christopher Lawson at 30 Lester Road contacted the Clerk’s Office requesting consideration of hooking up to Village water. This property (previously owned by Goble’s) is within the Village limits but, due to its location, is not attached to water or sewer. Ken explained that it would, in all likelihood, be cost prohibitive to the owners. Brian requests that we look at the code and perhaps discuss with NYS DOH.

Redfield Park: 1. Closed for the season.

Crooked Bridge Park:

- 1. Emailed communication with Perfect Memorials regarding securing the memorial rocks; no help whatsoever. Ken will explore further options. The Board agreed with Ken’s recommendation for him to remove the Millstone and George Conklin plaques for the winter.

Code Enfmt:

- 1. October reports: no questions. Ken requests that Jim Murphy contact Village residents regarding blowing leaves into the streets, specifically Elizabeth LeRoy at 37 Orchard Park, whose leaves all appear to be in the plow turnaround and Steve Matteson at 30 Park Street.

Fire Department:

- 1. October report – No questions. Ron informed the Board that the equipment inspections are complete.

YP&R Comm:

- 1. Parks & playground commission met on October 12<sup>th</sup>; BJ will report at the December meeting. Brian reminded everyone that the Hometown Christmas celebration will be Saturday, December 3<sup>rd</sup>.

Treasurer Rpt:

- 1. October report – no questions.

Minutes:

- 1. Minutes of the October 10, 2016 Regular meeting – Motion by Trustee Hughson, 2<sup>nd</sup> by Trustee Cheney, and carried by the members present accepting the minutes as modified.

Correspondence:

- 1. Charter Communications 10/19, 10/28 & 11/1 - Station & technical changes.

New Discussion:

- 1. 2016/2017 Delinquent Taxes to Ontario County:  
**RESOLUTION #20 – 2016/2017 Delinquent Taxes to be sent to Ontario County**  
**Treasurer**  
 Motion offered by Trustee Hughson, 2<sup>nd</sup> by Trustee Cheney:  
**WHEREAS**, that the Board of Trustees of the Village of Phelps hereby request that the County Treasurer of the County of Ontario collect the 2016/2017 delinquent Village Taxes of said Village as provided by Chapter 619 of the law of 1977, adopted by the Board of Supervisors, and be it further,  
**RESOLVED**, that the Village Treasurer is hereby directed to transmit to the Ontario County Treasurer a certified copy of the Resolution together with the list of delinquent accounts to the Ontario County Treasurer.

	<u><b>Ave</b></u>	<u><b>Nay</b></u>
Michael Cheney	XX	
Howard Hughson	XX	
Joe DeBrock	XX	
Brian Hemminger	XX	
Bette J. Hicks	absent	

Motion carried.

- 2. Medical Insurance – Annual increase paperwork has been received; for the 7 full time employees on the plan the total increase is less than \$4,000. The Board has no objection to keeping the policy as it is.
- 3. Brian shared that Town Supervisor Norm Teed had contacted him regarding restriping the parking lot behind the Town Hall. A portion of this property is the Towns with the remainder being a joint municipal lot. Norm indicates that the Town Hall staff has difficulty maneuvering within the current layout. Brian provided a map/layout of the striping as it should be, each parking spot should be 20 ft by 10 ft with the driving “lane” being at least 24 ft wide. Ken expressed concerns with regard to losing spots with this reconfiguration and the

impact on snow removal. The Board does not oppose this, as long as the standard guidelines provided by Brian are met. Brian will contact Norm.

- Old Discussion:
1. Charter Communications – No response from Chris Mueller, Director, Government Affairs.
  2. Parking Code – Discussed previously; Reports, Police #5.
  3. 6 Pleasant Avenue – street dedication; nothing new presently.

Transfers: Motion by Trustee Hughson, 2<sup>nd</sup> by Trustee DeBrock and carried by the members present to make the following transfer:

To:	From:	Amount:
A5410.4	A5110.4*	\$ 2,000.00

Vouchers: Motion by Trustee Hughson, 2<sup>nd</sup> by Trustee Cheney and carried by the members present to pay the following vouchers as presented.

Abstr#06	General	Ck #'s: 14991 – 15033	In the amount of:	\$ 111,122.32
Abstr#06	Water	Ck #'s: 11075 – 11085	In the amount of:	\$ 8,503.93
Abstr#06	Sewer	Ck #'s: 11721 – 11740	In the amount of:	\$ 5,987.48

Adjournment: 8:10 PM: Motion by Trustee DeBrock, 2<sup>nd</sup> by Trustee Cheney and carried to adjourn the meeting.

Respectfully submitted,

Jill K. Seifert  
 Clerk/Treasurer