October 10, 2016 Regular Monthly Meeting held at the Village Hall, 8 Banta Street, Phelps, NY

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; Code Enforcement Officer: Jim Murphy & Fire Chief: Ron Nieskes.

Public: Lindsay Tiballi

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

REPORTS:

Fire Department:

1. September report – No questions. Ron informed the Board that 2131 sustained a little damage at DeBoover's barn fire on September 26th; when the barns collapsed it was too close and some covers/lens melted, everything is still functional, strictly cosmetic damage. Ron reported the community support at the time of this large fire was great. Brian indicated that he had heard nothing but positive things regarding the command sight set up by the department and he commended Ron and all the firefighters for their actions. The set of demo cutters & spreaders from T& R Rescue Solutions was delivered and is in service with training this evening. Motion by Trustee Hughson, 2nd by Trustee Cheney and unanimously carried declaring the original jaws and spreader surplus with Chief Nieskes authorized to approve a sale.
2. Volunteer Application – Dave Sutton – Trustee Cheney indicated that reason for the applicant leaving Penn Yan Volunteer Ambulance was that he felt some staff at the organization were unprofessional. Ron indicated that the personnel committee would be more aware of the application responses prior to sending it to the Village Board. Motion by Trustee Hughson, 2nd by Trustee Hicks and unanimously carried approving the application as per the Fire Departments' recommendation.

Chief Nieskes left the meeting for training and department reports were temporarily suspended. Brian introduced Lindsay Tiballi as the only person who had responded to recent advertising to fill an unexpired term on the Planning Board. Motion by Mayor Hemminger, 2nd by Trustee Hughson and unanimously carried recommending Lindsay's appointment to the Planning Board. Department reports were reconvened.

Police:

1. September report – No questions.
2. October schedule - unavailable.
3. Court fees - None.

8 Banta Street:

1. Phelps Lions Club Proposed Electrical Project – Started with an additional circuit for the popcorn popper. Labeling of panels to come.
2. Library – Mold report received, the only elevated mold levels are within the air of the basement, specifically the room where the Village stores the Christmas decorations and YPR event supplies. This room is carpeted, Brian requested Ken to have his staff remove the carpeting and remediate the problem, Leah has offered guidance. Ken indicated that this could be scheduled for the week after Thanksgiving as this is when the room is most empty due to Christmas decorations being installed, hopefully the weather will cooperate with this plan.
3. Expansion of Cardio Room – Received a request from PCC Executive Director Janie Burgess for authorization to expand the current cardio room into the vacant Room 309 (Midlakes Music). This would be the same set up as the previous expansion of the weight room. The Spin Bikes would be moved from the 400 wing into the additional space. The Board has no objection to PCC proceeding with this plan; all changes would need to be reviewed and permitted by Jim Murphy, Code Enforcement Officer. Ken questioned if the only Village responsibilities would be to remove the P-tak unit and shelving as with previous rooms; Brian confirmed that yes that would be the case.
4. Auburn Medical Transportation Co. – received a letter of interest from this company, they are looking for a very small space to use as a satellite office to their main space at the Finger Lakes Mall in Auburn. Janie had shown them Room 403 which is roughly 100 square feet. The Board requested that Jill contact the owners with the following questions; hours of operations, number and type of vehicles that would be parked onsite overnight and weekends. Jill to work up normal lease agreement with rate of $10/sq ft; and forward it to the company.
5. Ontario Business Analytics – received a letter of interest from this company, looking for a small space for an initial six month project based endeavor dealing with eLearning modules.. Janie had shown the owner Room 403 which has an identical space in Room 402, the current police evidence room. The Board directed Jill to draft the normal lease agreement at a rate of $10/sq ft, emphasizing that while there is high-speed internet in the building, obtaining service and all fees would be the tenants' responsibility. In addition, a year lease would be requested after the completion of the initial six months.
6. Kitchen proposal – received an email from Kitchen Coordinator Dawn Cheney regarding the possibility of improvements and layout changes that are needed in the kitchen. These include,

but are not limited to, more refrigeration, outlets and a new dishwasher. Funding for these upgrades would be through the Mary Preston Foundation, pending approval. The Board has no objection to Dawn pursuing this, with the understanding that any layouts/plans and subsequent contractors would need to be approved by the Village Board.

DPW, WWTP & Water:

1. September reports: no questions. Ken reported that the boxing out of Banta from PCC to Clifton Street is done; he would like to do the remaining, from PCC to Main on a weekend due to the high traffic flow at the community center and Vienna Gardens, he would then offer the employees other days off during the week or overtime. Brian indicated that this is fine with him; he would prefer the swap of other days over the overtime option. Materials for the car wash lift station are in; switch out and re-plumb will be scheduled as soon as possible. WWTP lab and control building roofs are replaced.

Redfield Park: 1. Nothing to report.

Crooked Bridge Park:

1. Briefly discussed receipt of the first "garden rock" received for the Memorial Garden. The rock is a medium, which along with large, is what we intended to offer; unfortunately the size and weight will not prevent vandals from removing said rocks unless we secure them somehow. After brief discussion regarding drilling and/or the use of epoxy, the Board instructed Ken & Jill to look into the situation by contacting the website or a landscaping company who may have ideas regarding the same. No further rocks will be purchased until this has been decided.

Code Enfmt: 1. September reports: no questions. Larry Tillack is coming back before the Planning Board on Monday, October 24th. Weslor's application will be heard at the October 17th Zoning Board meeting. Jim is requesting authorization from the Board to have Jeff Graff represent us at Town Court if Tom Mitchell's violations end up going to a hearing. Jill suggests that Jim, Melissa and Jeff meet regarding the situation thus far; the Board has no objection to this.

Fire Department:

1. Discussed previously.

YP&R Comm: 1. BJ reported that the first meeting of the Park & Playground Commission was conducted; the next meeting will be October 12th. Harvest Festival is this Saturday, October 15th 1 pm – 3 pm. Brian expressed concern that nothing is posted on the phelpsny website, he has a call into Sarah Hamilton, BDTC regarding the same.

Treasurer Rpt:

1. September report – no questions.
2. Change to Sewer Budget – due to the hiring of Josh Akin, salary expenses (G8130.1) may be higher than expected and nothing was included in the Medical Insurance line item (G9060.8) for Josh's coverage. The following resolution was offered by Trustee Hughson, 2nd by Trustee DeBrock:

RESOLUTION #17 - 2016

Resolution Authorizing the Increase of the 2016-2017 Budget for Village of Phelps Sewer Fund:

WHEREAS, THE Board of Trustees wishes to increase Appropriated from Fund Balance – Revenue (G599) and Appropriations – Expenses (G522) $10,000.00 for the purpose of funding additional, unanticipated contractual expenses related to the hiring of an additional employee;

WHEREAS, funds are available for such purpose in the Sewer Savings Account;

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 2016-2017 Budget for the Sewer Fund.

The following vote was taken:

	AYE	NAY
Trustee: Joe DeBrock	XX	_____
Trustee: Bette Hicks	XX	_____
Trustee: Michael Cheney	XX	_____
Trustee: Howard Hughson	XX	_____
Mayor: Brian Hemminger	XX	_____

Motion carried.

Minutes:

1. Minutes of the September 12, 2016 Joint Workshop – Motion by Trustee DeBrock, 2nd by Trustee Cheney, and unanimously carried accepting the minutes as presented.
2. Minutes of the September 12, 2016 Regular meeting – Motion by Trustee DeBrock, 2nd by Trustee Hughson, and unanimously carried accepting the minutes as presented.
3. Minutes of the September 19, 2016 Zoning Board of Appeals meeting – For Information Only.
3. Minutes of the September 26, 2016 Planning Board meeting – For Information Only.

Correspondence:

1. Charter Communications 9/21 & 10/5 - Station & technical changes.
2. Ontario Pathways – Fall 2016 newsletter.

New Discussion:

1. Industrial Sewer Permit fee – As part of the General Code editorial follow up questions, the Sewer chapter contained a reference to a permit fee that was not in the code. Following a brief discussion the Board requests that a fee of $200 be added to the fee schedule and referenced in the code; Jill to communicate this to General Code.
2. PCC - 125kw diesel generator - Motion by Trustee DeBrock, 2nd by Trustee Hughson and unanimously carried awarding the Equipment Supply & Install Contract to the only bidder, Commercial Power Systems, in the amount of $74,926.00.
3. **RESOLUTION #18 - 2016**

The following resolution was offered by Trustee Cheney, 2nd by Trustee Hicks:

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 $40,000.00 from the "Public Works Equipment Fund" account for the purpose of partially funding the purchase of a 125kw diesel generator;

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 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 to partially fund the purchase of a 125kw diesel generator.
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:

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

Motion carried.

4. WWTP – 100 kw generator – Motion by Trustee DeBrock, 2nd by Trustee Hughson and unanimously carried awarding the Equipment Supply & Install Contract to the only bidder, Commercial Power Systems, in the amount of $48,285.00.
5. **RESOLUTION #19 - 2016**

The following resolution was offered by Trustee DeBrock, 2nd by Trustee Hughson:

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 $18,000.00 from the "Sewer Plant Reserve Fund" account for the purpose of partially funding the purchase of a 100kw generator;

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 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 to partially fund the purchase of a 100kw generator.
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:

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

Motion carried.

Old Discussion:

1. Charter Communications – No response from Chris Mueller, Director, Government Affairs.
2. Parking Code – Jill and John to meet with Jeff Graff on 10/13/16.
3. Municipal assistance to public cemeteries – Per the Board's request, Jill contacted Linda Nieskes, Phelps Town Clerk; the Town received the same information/request from Mark Falkey and Resthaven Cemetery Association. Lori Reals, Clifton Springs Village Clerk/Treasurer indicated that the only cemetery the Village takes care of is one that when the Association disbanded in the 1970's the Village Board agreed to take on, it is now taken care

of fully by Village taxpayer money. Brian indicated, and the Board agreed, that no funding would be available this budget year. Jill will add to Budget Discussion list.

Transfers: None.

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

Abstr#05	General	Ck #'s: 14939 – 14990	In the amount of:	$ 61,872.66
Abstr#05	Water	Ck #'s: 11066 – 11074	In the amount of:	$ 736.02
Abstr#05	Sewer	Ck #'s: 11700 – 11720	In the amount of:	$ 33,344.52

Adjournment: 8:35PM: Motion by Trustee DeBrock, 2nd by Trustee Hughson and carried to adjourn the meeting.

Respectfully submitted,

Jill K. Seifert
Clerk/Treasurer