

Present: Mayor: James Cheney
Trustee: Joe DeBrock Trustee: Billy McNicholas
Trustee: Howard Hughson Trustee: Michael Cheney (virtually)

Also present: Clerk/Treasurer: Jill Seifert, Deputy Clerk/Treasurer: Melissa Lahr, DPW Superintendent: Josh Akin, Code Enforcement Officer: Ben Wheat, Police Chief: John Storer, WWTP Operator: Adam Lotyczewski, & Fire Chief: Brandon Debaere.

Public: Ginny Phenes, Christy Howard, Barry Lee, Maureen Quigley, Phil Frere & Terri Brown.

Mayor Cheney invited Barry Lee (Phelps Hometown Heroes Banner Committee) to address the Board, per his emailed request. Barry has three items he would like addressed; what impact the downtown renovations will have on the banners, are side streets available for additional banners and the possibility of OTTC involvement. Downtown renovations - Jim indicated that this would not impact the banners, they would still be up. Side streets – more locations are needed (20) and although the Board was previously told that people would not accept these locations, the committee is reconsidering this. Church, William and Exchange were all discussed. OTTC – Barry is looking to take some of the installation responsibility off of LumberMac and the Village crew; Jim indicated that this should be run past Mac Seago first, after his generosity to this project, do not offend him. Ginny interjected that the committee should put an end to this project due to the limited locations and visibility issues, Trustee DeBrock agrees. Barry would like to put an additional 9 banners up this year, the Board indicated that these banners can be added to the side streets at Josh’s discretion. Ginny expressed her appreciation of the Board, Josh and LumberMac. Barry, Ginny and Maureen left the meeting at 5:17 pm.

ORGANIZATIONAL MEETING:

Village of Phelps Organizational Meeting for 2025/2026:

The following appointments were offered by Mayor Cheney:
Motion made by Trustee DeBrock, 2nd by Trustee Hughson to accept the appointments:

APPOINTMENTS:

Deputy Mayor	Howard Hughson
Village Attorney	Graff Law Office
Village Clerk / Treasurer	Jill Seifert
Deputy Clerk / Treasurer	Melissa Lahr
Sewer Biller / Water Collector / Tax Collector	Jill Seifert
Sewer Collector / Water Biller / Deputy Tax Collector	Melissa Lahr
Street Commissioners	Trustee: William McNicholas Trustee: Joe DeBrock
Water Commissioners	Trustee Joe DeBrock Trustee Howard Hughson
Sewer Commissioners	Trustee Howard Hughson Trustee Michael Cheney
Youth, Parks & Recreation Commissioners Mary dePorter (employee)	Trustee Michael Cheney Trustee Howard Hughson
Beautification, Historic District & Structures Commission (3 year terms)	Trustee: H. Hughson - Liaison Christy Howard – Chair 2028 Nicole Keebler 2027 Lisa Casper 2027 Stephanie Cheney 2026 Keith Childs 2026
Safety Commissioners	Trustee Joseph DeBrock - Police Trustee Howard Hughson - Police Trustee Michael Cheney - Fire Trustee William McNicholas – Fire
Planning Board (5 year terms)	Tim Maslyn Chair 2026 Matt Payne 2030 Terri Brown 2029 Mike Blair 2028 Adam Eldridge 2027
Zoning Board of Appeals (5 year terms)	Pat Hemminger Chair 2027 Phil Frere 2026 Paige Cheney-Bianchi 2030

Cynthia Ingerick-Holt 2028
Matthew Eldridge 2026

Building Committee	Mayor James Cheney Trustee Michael Cheney
Personnel Committee	Mayor James Cheney Trustee Howard Hughson
P.C.C. Non-voting Board Member	Trustee William McNicholas
Official Newspapers	Finger Lakes Times
2025/2026 Floating Holiday	Employee Choice

The following vote was taken:

	<u>AYE</u>	<u>NAY</u>
Trustee: Joe DeBrock	XX	_____
Trustee: Michael Cheney	XX	_____
Trustee: William McNicholas	XX	_____
Trustee: Howard Hughson	XX	_____
Mayor: James Cheney	XX	_____

Procurement Policy:
Motion made by Trustee Hughson, 2nd by Trustee DeBrock:
RESOLUTION #7 2025

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/Emailed 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, 2025 by the following vote:

	<u>AYE</u>	<u>NAY</u>
Trustee: Joe DeBrock	XX	_____
Trustee: Michael Cheney	XX	_____
Trustee: William McNicholas	XX	_____
Trustee: Howard Hughson	XX	_____
Mayor: James Cheney	XX	_____

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

ADVANCED APPROVAL OF CLAIMS:

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

RESOLUTION # 8 - 2025

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, 2025, by the following vote:

Vote:

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

ATTENDANCE AT SCHOOLS:

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

RESOLUTION # 9 - 2025

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.) NYCOM Public Works Training School - DPW
- d.) Accounting II School;
- e.) 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, 2025, by the following vote:

Vote:	<u>AYE</u>	<u>NAY</u>
Trustee DeBrock:	XX	_____
Trustee Cheney:	XX	_____
Trustee McNicholas:	XX	_____
Trustee Hughson:	XX	_____
Mayor Cheney:	XX	_____
Resolution adopted.		

DESIGNATION OF DEPOSITORIES:

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

RESOLUTION # 10 - 2025

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, Wayne Bank, Generations Bank, 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 Cheney:	XX	_____
Trustee McNicholas:	XX	_____
Trustee Hughson:	XX	_____
Mayor Cheney:	XX	_____
Resolution adopted.		

SEWER UNIT REVIEW & RECOMMENDATIONS:

Motion by Trustee DeBrock, 2nd by Trustee Hughson:

RESOLUTION # 11 – 2025

Section 1. That the board of trustees does hereby adjust the sewer units per discussion (shown below) and current applicable definitions.

Section 2. That this resolution shall take effect immediately.

Vote:	<u>AYE</u>	<u>NAY</u>
Trustee DeBrock:	XX	_____
Trustee Cheney:	XX	_____
Trustee McNicholas:	XX	_____
Trustee Hughson:	XX	_____
Mayor Cheney:	XX	_____
Resolution adopted.		

Building Use Classification
Sewer Rentals – Effective May 1, 1983
(see minutes of Dec. 13, 1982)

1.) Single Family Homes	1 Unit
2.) Each additional apartment	1 Unit
3.) Garages Only	1 Unit
4.) Gas Station Only	1 Unit
5.) Gas Station with garage space	2 Units
6.) Garage with auto sales	3 Units
7.) Barber Shops	1 Unit
8.) Car Wash	4 Units
9.) Beauty Shops	2 Units
10.) Eating places	2 Units
11.) Hotel	6 Units
12.) Inn	5 Units
13.) Funeral Buildings	2 Units
14.) M.D. Office	1 Unit
15.) D.D.S. Office	3 Units

16.) Nursing Homes	3 Units
17.) Florist	1 Unit
18.) Laundromat	12 Units
19.) Stores & Offices	1 Unit each
20.) Churches, 4 at	1 Unit each
21.) Churches, 1 at	3 Units
22.) Ontario Telephone Co.	3 Units
23.) Agway Plant	2 Units
24.) Agway Store	2 Units
25.) P & C Store	3 Units
26.) Town Hall	1 Unit
27.) Town Barns	2 Units
28.) Post Office	2 Units
29.) Tourist Homes	2 Units
30.) Finger Lakes Development	3 Units
31.) Phelps Town Sewer District (including Schools)	403 Units

*** Units, unit rates, and contracts, after notification, are subject to change by review of the Sewer commissioners had the Village Board as stated in Local Law No. 2 of 1981 (sewer use).

END OF ORGANIZATIONAL MEETING

Following a brief discussion, motion by Trustee McNicholas, 2nd by Trustee DeBrock and carried accepting the updated 2025-2026 Employee Roster dated June 9, 2025.

REPORTS:

DPW, WWTP & Water:

1. DPW – May report – No questions, busy.
2. Seasonal Laborer – Applicant that Josh had met with took another job. Board is okay with Josh and Jim hiring at their discretion, if we can find a suitable candidate. Adam suggests we look into Ontario County's Workforce Development. Jill to provide job listing to Janie for posting on social media.
3. WWTP – May report – No questions, Adam indicated that following another positive bacteria sample, he has switched labs, retested and received negative results he is assuming false positives from the original lab.
4. WWTP Project – Josh provided elevation levels per Peter Martin's, Delaware Engineering, request.

Police:

1. May reports – no questions.
2. June schedule – no questions.
3. February court fees – received \$20.
4. Homeless people – John indicated the two individuals have moved on.

Fire Department:

1. May report – Brandon indicated call volume is up, as shown on his report. No updates on the new truck as of yet.

8 Banta Street:

1. Bathroom update – Contractors are onsite, plumbing, demo etc has commenced.
2. Family Fun Run – Saturday, June 14; delineators requested by Janie have been received, Josh will provide extension cords for the inflatable "obstacle" set up at the DPW property.
3. Library – despite discussions with the Library Board Representatives regarding building approved contractors and notification required, the Library staff continues to hire random contractors to complete work within their space. New Library Director started today, Danielle Roder.
4. Boiler Room – Garage door has been installed.

Redfield Park:

1. Noah started Wednesday, 6/4, DPW staff unlocking deadbolt each morning, Noah locking each night; no problems as of yet. Electronic/magnetic door closures will need to be addressed.

Crooked Bridge Park:

1. Nothing to report.

Code Enfmt:

1. May reports – Permits and violations are continuing to trend upwards with the nice weather.
2. Joint Comprehensive Plan – Jim and Bill Wellman met with Linda Phillips from Ontario County; she has provided a proposal to update the plan with an estimated cost of \$32,000 of which Jim does not know the Village portion. Due to other projects, we have going on; we will not be working on this until fall.

YP&R Comm:

1. Summer Recreation Appointments – Per Trustee Cheney's discussion with Recreation Leader Mary dePorter, the following are their recommendations for the Summer Recreation employees:

Co-Leader: Kelley Santmyer
Recreation Asst: Connor Walters
Conner Hicks
Jeremy Myhill
Lyndsay Frere
Bryce Norsen
James Blair
Eleanor Dorr

Motion by Trustee DeBrock, 2nd by Trustee McNicholas and unanimously carried approving the above list. Mary is a year-round employee and does not need appointment.

Historic District/Community Beautification Commission:

1. Christy indicated that she will be following up with BDTC regarding the “sweetheart” decorations.

Treasurer Rept: 1. May report – end of year information not yet available.

Minutes: 1. Minutes of the May 12, 2025 Regular Monthly Meeting – Motion by Trustee Hughson, 2nd by Trustee DeBrock and carried as presented.
2. Minutes of the May 19, 2025 ZBA Meeting – For information only.

Correspondence: 1. Phelps Historical Society – May Newsletter.

New Discussion: 1. Phelps BDTC – received the Sauerkraut Weekend Fireworks application; Jim to sign.
2. Phelps BDTC – received the application for use of facilities at Redfield Park for Sauerkraut Weekend, Wednesday, July 30th through Monday, August 4th.
3. Consolidated Funding Application – the grant cycle is now open, many different grants available; Jim may work on some with Janie or we may engage MRB Group.
4. Restore NY Grant - \$900,000 awarded for the Phelps Hotel Project. Received congratulatory wishes from Senator Helming. Many moving parts with multiple grants in play, Christy to meet with Jim, Ryan Davis and others.
5. Mayor’s appointment of Deputy Registrar of Vital Statistics; motion by Trustee Hughson, 2nd by Trustee DeBrock and carried accepting Mayor Cheney’s recommendation of appointment of Linda Nieskes, Deputy Registrar replacing Elena Colon, for the remainder of the year.
6. LL#4 – 2025 – New Uniform Building Code & Energy Code Chapter 67 – this should have been adopted in 2022; Jim & Ben reviewed and provided comment to Jeff Graff. Following Jeff’s updates we can now schedule a Public Hearing. The following resolution is offered by Trustee DeBrock, 2nd by Trustee McNicholas;

RESOLUTION AUTHORIZING SCHEDULING OF A PUBLIC HEARING FOR A PROPOSED LOCAL LAW

WHEREAS, the Village Board of the Village of Phelps, after due deliberation, finds it in the best interests of the Village to schedule a public hearing to solicit public comment upon a proposed Local Law entitled " A Local Law Repealing the Existing Chapter 67 of the Code of the Village of Phelps and Adopting a New Chapter 67 Providing for the Administration and Enforcement of the New York State Uniform Fire Prevention and Building Code and the State Energy Conservation Construction Code", attached hereto as Exhibit 1; and

WHEREAS, the Village Board of the Village of Phelps has reviewed the draft of the aforementioned proposed Local Law and deems it in the best interests of the Village of Phelps to proceed in accordance with the Code of the Village of Phelps and the Laws of the State of New York in adopting said Local Law,

NOW, THEREFORE, BE IT RESOLVED, that the Village Clerk be, and she hereby is, directed to schedule a public hearing to be held on July 14, 2025, at 5:00 p.m. at the Phelps Village Hall, 8 Banta Street, Phelps, New York; and be it further

RESOLVED, that the Village Clerk, be and hereby is, authorized to forward to the official newspapers of the Village a Notice of Public Hearing in the form substantially the same as that attached hereto as Exhibit "2"; and be it further

RESOLVED, that the Village Clerk be, and she hereby is, directed to post a copy of the proposed Local Law on the Village of Phelps sign board and take any and all other necessary actions to properly bring the aforementioned Local Law before the Village Board of the Village of Phelps for its consideration; and be it further

RESOLVED, that the Village Clerk be, and hereby is, authorized to provide all other notices as required by law for the adoption of this local law.

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, 2025, by the following vote:

	<u>Aye</u>	<u>Nay</u>
James Cheney	XX_____	_____
Howard Hughson	XX_____	_____
Joe DeBrock	XX_____	_____
Michael Cheney	XX_____	_____
William McNicholas	XX_____	_____

Old Discussion: 1. Website/Code Enforcement/Notification Programs – per Ben, still needs some manipulation.
2. Infrastructure Grant Update – Jim provided numbers to Greg Parker, Empire State Development.
3. Clerk’s Office – Succession plan/search update – Jill has provided a job description to our county representative who has updated the posting on the County Portal. As with the full-time seasonal laborer position, forward this information to Janie for sharing on social media.

Transfers: Forthcoming.

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

Abstr#13	General	Ck #'s: 19399 - 19400	In the amount of:	\$ 30,973.10
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Motion by Trustee DeBrock, 2nd by Trustee Hughson and carried to pay the following June vouchers as presented, with the exception of Phelps Mercantile Inc.
Motion by Trustee DeBrock, 2nd by Trustee McNicholas and carried to pay the Phelps Mercantile Inc. vouchers, with Mayor Cheney abstaining.

Abstr#01	General	Ck #'s: 19401 – 19445	In the amount of:	\$ 174,251.63
Abstr#01	Water	Ck #'s: 12012 – 12018	In the amount of:	\$ 36,505.20
Abstr#01	Sewer	Ck #'s: 13323 – 13335	In the amount of:	\$ 42,271.81

Adjournment: 6:22 PM: Motion by Trustee McNicholas, 2nd by Trustee Cheney and carried to adjourn the meeting.

Respectfully submitted,

Jill K. Seifert, Clerk/Treasurer