

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

Also present: Clerk/Treasurer: Jill Seifert, DPW Superintendent: Josh Akin, WWTP Operator: Adam Lotyczewski, Police Chief: John Storer, Code Enforcement Officer: Ben Wheat & Fire Chief: Brandon Debaere (5:13).

Public: Christy Howard, Greg Mayo, Janie Burgess & Terri Brown.

Mayor Cheney opened the meeting with the pledge of allegiance to the flag at 5:00 pm.

LL#1-2025 (LL#3-2024) Per Attorney Jeff Graff, text changes made within the law regarding Accessory Dwellings, number of units allowed and well, septic, water and sewer wording require scheduling a second Public Hearing. Motion by Trustee DeBrock, 2<sup>nd</sup> by Trustee McNicholas and carried scheduling a Public Hearing for LL#1-2025 on Monday, March 10<sup>th</sup> at 5 pm. Full SEQR will be addressed at that time as well.

NY Forward Grant – the Village has been awarded a 4.5 million grant for improvements village-wide per our application, this will be a fantastic opportunity for the community. We have limited knowledge currently of the process and will be meeting with NYS representatives prior to March 1<sup>st</sup>. Jim would like to schedule a special meeting to discuss this, parking and sidewalks with the downtown business owners and other involved parties. Motion by Trustee McNicholas, 2<sup>nd</sup> by Trustee Cheney and carried scheduling a Special Meeting on Monday, February 24<sup>th</sup> at 7:30 pm.

#### REPORTS:

##### DPW, WWTP & Water:

1. DPW – January report – Josh indicated that plowing and salting is the concentration currently, while we have not gotten substantial amounts of snow it is enough to have to be dealt with. He and Ryan are putting in a lot of hours.
2. Downtown Lighting – the Beautification, Historic District & Structures Commission have chosen an Edison type LED fixture to replace the cold white LED fixtures in the decorative poles downtown. Jim recently received an email regarding programable fixtures that offer multiple color options, Josh is researching the vendor. Michael indicated that this might not be an option considering the brightness needed to meet safety guidelines.
3. Church Street Parking Lot – Jim, Billy and Bill Wellman met recently regarding the joint municipal lot. They are in agreement that the 6 spaces and 2 handicapped spaces closest to the Country Lawyer Art Gallery will be allowed overnight parking, this a compromise addressing the downtown tenants and snow removal issues. All signage will be updated appropriately. Motion by Trustee Hughson, 2<sup>nd</sup> by Trustee Cheney and carried, pending Town Board approval, the Church Street Parking Lot policies will be updated.
4. Hometown Heros Banners – Josh and Trustee DeBrock received an email from Barry Lee requesting a meeting to discuss “ownership” of the project, in addition to additional banners being sold etc. This is not a Village project; the Village facilitates the installation and removal of the banners in the state right of way on NYS Route 96; that is our only role. Following a brief discussion, Joe will handle this with Barry and the Legion.
5. WWTP – January report – No questions. Jim & Adam made the Board aware of a Monitoring & Reporting Violation – Coliform that occurred in January. Adam inadvertently filed the lab report with what he is 99% sure was a false positive. He should have collected three repeat samples within 24 hours of notification and notified NYS DOH within 5 days. This Tier 3 violation requires public notification to be posted within 1 year of the violation, in addition, a Level 1 Assessment of the Village’s water system must be submitted to NYS DOH by March 10, 2025. Adam apologizes for the error and will take immediate steps to per the February 10 letter.
6. WWTP Project – Peter Martin will be onsite Friday, February 21<sup>st</sup>; Jim and Jill to meet with him regarding funding etc.
7. Lead Line Replacement Program – Adam reported that 86 surveys have been received, 6 of which are incomplete submissions. Additional mailings will happen yearly.

Police: 1. January reports – no questions. John indicated that he has had a few chronic offenders towed and has fielded the anticipated complaints regarding the same. Worked this past weekend’s BDTc event “Sweethearts Sip & Stroll” roughly 130 participants, went well.  
2. February schedule – no questions.

##### Fire Department:

1. January reports – No questions.
2. New Fire Truck Proposal – Awarded to 4 Guys per the 1/27 meeting, proposal signed and returned to Mark Aswad.
3. Received Port Gibson’s portion of the joint grant writing expenses, returned to the A3410.4 line item.

- 8 Banta Street:
- 1. Phelps Library – received notification that Director Dan Bish has resigned, for the time being our contact will be Board President David Benz.
  - 2. Façade, Lighting & 5 Year Plan – currently awaiting an updated draft from the architect.
  - 3. Annual Casino Night – This private, fund-raising event is scheduled for March 29<sup>th</sup>, beer and wine to be served, license has been applied for. Motion by Trustee Hughson, 2<sup>nd</sup> by Trustee Cheney and carried allowing alcohol in the building for a private event.
  - 4. Lower Lot Winter Parking Policy – Josh would like to implement no parking unless event related, currently a waste of an employee’s time and salt. Josh, Ben and Janie have discussed and currently one PCC employee parks in this overflow lot on a daily basis, could park elsewhere. Will barricade the parking off but continue to plow lane to PD entrance etc. The Board has no objection to this.
  - 5. Emergency Evacuation Plans – Janie indicated that school district staff will be in the building March 7 at 11 am to discuss procedures etc.

Chief Debaere left the meeting.

- Redfield Park:
- 1. Facilities closed.

- Crooked Bridge Park:
- 1. Subdivision to the Village Planning Board February 24<sup>th</sup> at 7 pm. Closing, pending their approval.

- Code Enfmt:
- 1. January reports – No questions.

- YP&R Comm:
- 1. Easter Eggstravaganza – Saturday, April 19<sup>th</sup>. Mary & Janie to meet with Josh & Ben prior to & following the event. Jill to provide “form” of needed information.

- Historic District/Community Beautification Commission:
- 1. Workshop held January 29; notes/minutes provided to the Board. Briefly discussed awning heights and a possible mix of rigid and retractable. This Commission will be ready with ideas when the NY Forward grant becomes available.
  - 2. Next meeting – Wednesday, February 26<sup>th</sup> at 5:15 pm.

- Treasurer Rept:
- 1. January report – all departments gas & electric lines are tight if not overdrawn and needing transfers.
  - 2. Annual Financial Report – Jim advised the Board that the Village is on NYS OSC delinquent list for late filing of this report. Jill explained why she is behind and she and Jim will work on rectifying this.
  - 3. Budget Changes – Two transfers (A1325.4 \$4,000 & A8010.4 \$12,000) from January’s meeting were not done; per Jim’s request we are increasing the budget instead.

**RESOLUTION #1 - 2025**

The following resolution was offered by Trustee Hughson, 2<sup>nd</sup> by Trustee DeBrock at the Board Meeting on February 10, 2025:

**Resolution Authorizing the Increase of the 2024-2025 Budget for Village of Phelps General Fund:**

**WHEREAS**, THE Board of Trustees wishes to increase Revenue – A2705 Gifts & Donations and Appropriations – Expenses A522 \$25,000.00 for the purpose of purchasing park land;

**WHEREAS**, funds have been and will be donated 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 2024-2025 Budget for the General Fund.

The following vote was taken:

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

Motion carried.

**RESOLUTION #2 - 2025**

The following resolution was offered by Trustee DeBrock, 2<sup>nd</sup> by Trustee Hughson at the Board Meeting on February 10, 2025:

**Resolution Authorizing the Increase of the 2024-2025 Budget for Village of Phelps General Fund:**

**WHEREAS**, THE Board of Trustees wishes to increase Revenue - A2401 Interest Earnings \$7,000 and Revenue – A1120 Sales Tax \$25,000 and Appropriations – Expenses A522 \$32,000 for the purpose of funding additional expenses;

**WHEREAS**, funds are allocated and available for such purpose in this Fund;

**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 2024-2025 Budget for the General Fund.

The following vote was taken:

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

Motion carried.

- Minutes:
1. Minutes of the January 13, 2025 Regular Monthly Meeting – Motion by Trustee DeBrock, 2<sup>nd</sup> by Trustee Hughson and carried as presented.
2. Minutes of the January 23, 2025 Bid Opening – For Information Only.
3. Minutes of the January 27, 2025 Special Meeting – Motion by Trustee McNicholas, 2<sup>nd</sup> by Trustee Cheney and carried as presented, Trustee DeBrock abstained.

- Correspondence:
1. Charter Communications – channel updates and changes, 1/15, 1/28, 1/31 & 2/3.

- New Discussion:
1. The previously mentioned LL1-2025 also contains information updating allowed uses in the M1 district, due to holding another public hearing we need to extend the temporary use permits issued to 15 Eagle Street tenants as well. Motion by Trustee McNicholas, 2<sup>nd</sup> by Trustee Cheney and carried authorizing an additional temporary use permit of six months to the tenants of 15 Eagle Street.

- Old Discussion:
1. Website/Code Enforcement/Notification Programs – Muni bit moved our current website information over to theirs, it is a better set up but not where it needs to be yet. Further discussions need to be had.
2. Infrastructure Grant Update – NYS knows that it is going to be a bit before we are ready with a plan. Mayor Cheney and Supervisor Wellman have spoken of linking the Village and Town water lines to create an actual loop while upgrading the water lines on S. Wayne and Lester to make the Lester Road property more attractive to developers.
3. Miller Avenue – per Jeff Graff’s email of September 9, while there is nothing preventing the Village from “discontinuing” the portion of Miller Avenue that is encompassed within the Phelps Cement property, there is a process. Jill to contact Jeff to start this process, the Board requests the Public Hearing be scheduled for the April 14<sup>th</sup> meeting.

- Transfers:
- Motion by Trustee DeBrock, 2<sup>nd</sup> by Trustee Hughson and carried to make the following transfers:
- |           |         |             |
|-----------|---------|-------------|
| To:       | From:   | Amount:     |
| A3120.4   | A3120.1 | \$ 3,000.00 |
| F8340.421 | F8340.4 | \$ 1,000.00 |

- Vouchers:
- Motion by Trustee DeBrock, 2<sup>nd</sup> by Trustee McNicholas and carried to pay the following February vouchers as presented.

Abstr#09	General	Ck #'s: 19226 - 19262	In the amount of:	\$126,791.68
Abstr#09	Water	Ck #'s: 11979 – 11988	In the amount of:	\$ 31,552.90
Abstr#09	Sewer	Ck #'s: 13260 – 13273	In the amount of:	\$ 52,884.82

- 6:30 PM
- Per Mayor Cheney’s request; motion by Trustee Hughson, 2<sup>nd</sup> by Trustee DeBrock and carried to go into Executive Session to discuss a contractual matter. Clerk/Treasurer Seifert, DPW Superintendent Akin and Code Enforcement Officer Wheat invited to remain.

- 6:37 PM
- Motion by Trustee McNicholas, 2<sup>nd</sup> by Trustee DeBrock and carried to come out of Executive Session.

Further information to be gathered, no decisions made.

- Adjournment:
- 6:43 PM: Motion by Trustee DeBrock, 2<sup>nd</sup> by Trustee Hughson and carried to adjourn the meeting.

Respectfully submitted,

Jill K. Seifert  
Clerk/Treasurer