

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, Police Chief: John Storer, & Code Enforcement Officer: Ben Wheat.

Public: Fire Department Members: Tim DeBaere, Aaron Newton, Brandon DeBaere, Tom Asselta & Mike Trickey. Jan Fellenz, Christy Howard, Candie Goodall, Janie Burgess, Matt Meath, Bonnie Detro, Kathleen Wise, Maddie Wise, Addie Bollinger & Greg Mayo.

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

Mayor Cheney invited Jan Fellenz to address the Board. Jan indicated that she is in the beginning phase of a building lot subdivision from 41 acres of land located on Fort Hill Road at the end of Church Street, this property is located wholly within the Town of Phelps. Prior to deciding the location of the building lot, she is inquiring about the possibility of a 150-foot water line extension from the Village. The currently proposed lot would be south of 70 Church St (outside water user). Jim indicated that historically the Village has been hesitant to allow additional out of district water users per NYS DOH's request. The Town of Phelps recently installed a water line and district of their own on Fort Hill Road, Jim indicated that Jan should first talk to the Town about obtaining water.

Mayor Cheney invited Candie Goodall to address the Board. Candie reported that she has lived in the apartments located at 99 Main Street for 13 years and has parked in the Church Street Municipal Lot overnight without an issue until recently when she was ticketed and towed; she would like to know why the sudden change? Jim explained the lot policy; it has been no overnight parking since it was first developed. Due to the size and shape of the lot snow removal is challenging and the DPW, Police Department and Village Board have decided to increase enforcement. Warnings were placed on all vehicles prior to the recent towing. Christy Howard, owner of 99 Main and other downtown rentals, expressed her frustration; the Village is actively looking to bring more housing opportunities to Phelps, how is that going to work if municipal lots are not available for parking? Christy has spoken to other municipalities and they find ways to make situations such as these work. Jim indicated that we have had lengthy conversations about permitted parking, lane parking and staggered parking; we are willing to entertain any realistic suggestions. More discussion, including the Town as 2/3 owner, is needed.

Jan Fellenz, Kathleen Wise, Maddie Wise, Addie Bollinger, Matt Meath & Bonnie Detro left the meeting at roughly 5:30 pm.

#### REPORTS:

##### DPW, WWTP & Water:

1. DPW – December report – In addition to his provided report, Josh explained that the Christmas decorations would be removed this week; snow, cold and high winds have delayed the process.
2. Part time DPW personnel – Josh and Jim have discussed the Village's thoughts on this position. Jill confirmed that positions are available. Josh, Howard and Jim will meet with Brent soon.
3. NYS DOT Meeting – the 12/10 meeting with the engineers was very helpful. We received pedestrian safety information on 1/10 which outlines what sign enhancements should be added and what sight line vegetation should be trimmed. They are not recommending installation of rectangular rapid flashing beacons (RRFB's) at the crosswalks due to low volume of pedestrians, ten-year crash history and adequate sight distance. Additional information regarding **allowed** freestanding yield to pedestrians' signs (SPCCD's), pavement markers and speed detection signs was received today. Josh to investigate appropriate SPCCD's and he and Jill will file required permit applications with DOT.
4. F600 Purchase – Included in this year's budget was a replacement of the 2008 F550 1 ton dump truck which is used year-round in many capacities, secondary plow & salting truck, spring/fall cleanup etc. While starting the OGS process Josh found an applicable 2024 F600 at Friendly Ford in Geneva; Friendly is an approved state bid vendor, nothing further is required of our procurement policy. This vehicle is the cab only, the dump body etc will be obtained from other similarly approved vendors. Motion by Trustee DeBrock, 2<sup>nd</sup> by Trustee Hughson and carried authorizing DPW Superintendent Akin to move forward with this purchase.
5. WWTP – December report – No questions. Josh indicated that the I&I study started today, Delaware's contractor in the Village. Jim reported that with the additional WQIP money of 1 million we are currently at 4.6 million in grant funding.
6. Lead Line Replacement Program – submissions are currently slowing.

##### Police:

1. December reports – no questions.
2. January schedule – no questions.
3. November Court Fees - \$15.00.

## Fire Department:

1. December reports – No questions.
2. New Fire Truck Conversation – Request for Bids was published, with bid opening scheduled for Thursday, January 23 at 3 pm. Motion by Trustee Hughson, 2<sup>nd</sup> by Trustee Cheney and carried scheduling a special meeting for Monday, January 27<sup>th</sup> at 5 pm to award the bid.
3. 2025 Officers Appointment – Motion by Trustee Hughson, 2<sup>nd</sup> by Trustee McNicholas and carried approving Mayor Cheney’s appointment of the following Line Officers for 2025:
  - Brandon DeBaere – Fire Chief
  - Aaron Newton – 1<sup>st</sup> Assistant Fire Chief
  - Tim DeBaere – 2<sup>nd</sup> Assistant Fire Chief
  - Keith Wise – Captain
  - Gene Walters – Lieutenant
  - Mike Trickey – Lieutenant
  - Tom Asselta - Lieutenant

Fire Department Members left the meeting at 5:46 pm.

- 8 Banta Street:
1. North hall bathroom/foyer update – PCC is interested in having contractor Dan Crawford bid on the upcoming project. Ben and Josh have working knowledge of Dan, the Board has no objection to him being added to the approved contractors for the building.
  2. Sledding – as an FYI, children are sledding down the small hill from Banta Street to the exterior gym wall.
  3. Façade & Lighting update – Jim & Michael will be meeting with Josh, Ben & Janie this evening following the Board meeting.
  4. 5-year plan – will be discussed at the above referenced meeting.
  5. New Years Eve Event – was well attended, many positive comments out in the community; may want to change to an annual event instead of every 5 years.

- Redfield Park:
1. Facilities closed.

## Crooked Bridge Park:

1. Updated subdivision has been received, all parties are in agreement; closing to be scheduled.

- Code Enfmt:
1. December reports – No questions. Ben speaking with individual interested in 7 Pearl St.
  2. Intermunicipal Agreement – Jim briefly explained the Town’s wish for Ben to handle a specific Town property that has a conflict of interest with their Code Enforcement Officer. Following review of the very specific agreement it was decided to put a broader agreement in place allowing for coverage of vacations, illnesses, conflicts etc; the Village & Town have always done this without an actual written document. Attorney Jeff Graff to draft said document.

- YP&R Comm:
1. Planning & Debriefing – In the future, Mary & Janie to meet with Josh & Ben prior to & following each event; to discuss plans, needs etc.

## Historic District/Community Beautification Commission:

1. Workshop held January 6; notes/minutes provided to the Board. Christy indicated that they are taking Josh’s comments/concerns regarding snow removal in consideration as they proceed with their plan. Awnings will definitely be retractable, the proposed planters around the light pole based will be stationary but any other planters will be removable etc.
2. Next meeting – Wednesday, January 29<sup>th</sup> at 5:15 pm.

- Treasurer Rept:
1. December report – Billy questioned income line items from the Town at 0% 7 months in to our budget; Jill & Jim explained the money all comes in once a year at the beginning of the Town’s budget year which is a calendar year. Briefly discussed Newark water rates (expenses) versus our rates (income).

- Minutes:
1. Minutes of the December 9, 2024 Regular Monthly Meeting – Motion by Trustee Hughson, 2<sup>nd</sup> by Trustee DeBrock and carried as presented, Trustee Cheney abstained.

- Correspondence:
1. Charter Communications – channel updates and changes, 12/16 & 12/30.
  2. Mary Preston Foundation Dinner Invitation – Saturday, February 1<sup>st</sup> at the Clifton Springs Country Club, all Boards, employees and volunteers with a plus one are included. RSVP to Jim’s office or Jill will gather numbers and respond.
  3. Letter to 5 Ontario Street tenants – For the Board’s information.
  4. County Directory – annual information provided for publication.

- New Discussion:
1. Ontario County Resolution – accepted delinquent Village taxes and relieved on January’s Town and County tax bill.
  2. Mayor’s appointment of Registrar and Deputy Registrar of Vital Statistics; motion by Trustee Cheney, 2<sup>nd</sup> by Trustee Hughson and carried accepting Mayor Cheney’s recommendation of appointment of Amy Sitterley, Registrar and Elena Colon, Deputy Registrar of Vital Statistics.

- Old Discussion:
1. Website/Code Enforcement/Notification Programs – Per Jim’s request, adding to the agenda/minutes in order to not lose sight of this.
  2. Infrastructure Grant Update – awarded up to \$500,000 for extending Quarry & Pearl Streets, and all infrastructure for Lester Road property; this would be a matching grant situation. The project would be a giant undertaking due to changes in elevations from Pearl to Quarry, property purchase, bridge construction over a water way etc. Engineers and consultants would be needed. Jim indicated that until the Lester Road property owners are serious about selling the property nothing will be done. Despite the increase in housing opportunities, the Village will not invest Village taxpayers’ money nor NYS taxpayers’ money in a development project that is not fiscally sound.
  3. LL3-2024 (LL1-2025) will be moved forward on next month, following discussion with Attorney Jeff Graff.

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

To:	From:	Amount:
A8010.11	A1621.1	\$15,000.00
A8510.4	A8510.1	\$ 5,000.00

Vouchers: Motion by Trustee DeBrock, 2<sup>nd</sup> by Trustee McNicholas and carried to pay the following January vouchers as presented, with the exception of Phelps Mercantile Inc.  
 Motion by Trustee DeBrock, 2<sup>nd</sup> by Trustee McNicholas and carried to pay the Phelps Mercantile Inc. vouchers, with Mayor Cheney abstaining.

Abstr#08	General	Ck #'s: 19185 - 19225	In the amount of:	\$ 74,949.92
Abstr#08	Water	Ck #'s: 11973 – 11978	In the amount of:	\$ 39,360.83
Abstr#08	Sewer	Ck #'s: 13246 – 13259	In the amount of:	\$ 8,608.35

6:26 PM Per Mayor Cheney’s request; motion by Trustee Hughson, 2<sup>nd</sup> by Trustee McNicholas and carried to go into Executive Session to discuss personnel matters.

6:43 PM Motion by Trustee DeBrock, 2<sup>nd</sup> by Trustee Cheney and carried to come out of Executive Session.

Multiple issues discussed; no decisions made.

Adjournment: 6:45 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