

**Regular Board Meeting
Of the Board of Trustees
Of the Village of Bergen at
7:00pm January 12th 2011**

The regular meeting of the Board of Trustees was called to order by Mayor Marsocci at 7:00pm with the following present:

Deputy Mayor Barclay
Trustee Adams
Trustee Cooper
Trustee Ruffin

Also present were: Cortney Gale, Joseph Chimino, Thomas Williamson, Eric Weis and Steve Philips.

Approval of Bills

A motion to approve the bills was made by Deputy Mayor Barclay and seconded by Trustee Cooper. The motion was carried by the following vote:

Deputy Mayor Barclay - aye
Trustee Adams - aye
Trustee Cooper - aye
Trustee Ruffin - aye

A motion was made by Trustee Adams and seconded by Trustee Ruffin to pay the Sewer Plant Project. The motion was carried by the following vote:

Deputy Mayor Barclay - aye
Trustee Adams - aye
Trustee Cooper - aye
Trustee Ruffin - aye

Approval of Minutes

A motion to approve the meeting minutes for December 18th 2010 was made by and seconded by Trustee Cooper and seconded by Trustee Ruffin. The motion was carried by the following vote:

Deputy Mayor Barclay - aye
Trustee Adams - aye
Trustee Cooper - aye
Trustee Ruffin - aye

Mayor's Report

- *School Agreement* - Mayor Marsocci received the Inter-Municipal Sewer Agreement from the Byron- Bergen Central School he noted that it had a few minor changes, the date was corrected, the Village address needed to be corrected and an Operation Manual was

referenced on page 3d. Eric Weis will provide the Manual for the Village.

Superintendent Martzloff asked that the Village send an invoice for the sewer Connection Fee, and Operation and Maintenance costs.

During his meeting with Dr. Martzloff he was asked if the Village would help the Participation in Government class by allowing them to work around the village.

- *Bottled Water* - Mayor Marsocci instructed Mr. Gale to stop purchasing bottled water for employees. The water cooler is enough to provide.
- *Check cashing* – Mayor Marsocci also instructed Mr. Gale to no longer cash employee's checks, the liability to the Village is too high.
- *Building owned by Steve Phillips* – Tally Almquist approached the Mayor about fixing and putting a mural on the wall that faces Carpenter Park and the railroad tracks.
- *Host Community Agreement* – the letter stating the Village and Town of Bergen's stance on the Host Community Agreement was sent to Mr. Garland of Monroe County.
- *Anthony Lobrutto* – The letter sent to ex-employee Anthony Lobrutto has not been responded to, would like Village attorney Dan Bryson to draft a follow up letter.

Deputy Mayor Report

- Christmas Party – Deputy Mayor Barclay thanked everyone for attending and helping with the Village's Christmas Party. There was a good turnout and she received positive feedback from the attendees.
- *Art Work* - Spoke with Matthew Burtrum who is an art teacher at the Byron-Bergen High School. She asked that the students create more art for the village to display, especially three dimensional Art to go along with our painting.
- *Archive Grant* – has been working on the Archive with Mr. Gale, Mrs. Vurraro, and Mr. Williamson. Everyone is working to pull together the information that is necessary for the grant which is due February 2nd 2011. The team went to the Town of Le Roy to see their basement archive.
- *Main St Grant* – starting the initial steps for the Main St Grant. A meeting is being held on February 2nd at 7:00pm with Maureen Polumbo from the Office of Community Renewal.
- *Mr. Gale's* employee review – completed Mr. Gale's review, is available to go over the review with Board Members.
- *Sharon Lehmann's Retirement Dinner* - Called Bohn's restaurant and will discuss available dates with Mrs. Lehmann. Mrs. Lehmann is providing a list of people to invite.

Treasurer's Report, Accounting and Bookkeeping:

- I was contacted by Municipal Solutions regarding our \$462,000 Bond Anticipation Note for the Tulley Building. If the Village is done with the project we can seek permanent financing, if not the note can be renewed to give more time to finish the project.
- It's been very busy in the office with Linda being out and this being the first billing cycle without Sharon. Rene and I have been working very hard to get everything done. Out of necessity we are finding more efficient ways to complete our tasks. We are up to date on all reports and necessary paperwork.
- The Village has received funds from Frontier in the amount of \$28,411.00 for buying into our poles. This is the last payments we will receive.

- Budget preparation has been started. Mr. Chimino and I have been discussing the budget and putting together information.
- I am meeting with Jim Kane on Wednesday January 19th at 11:00am to start the Website project. Pictures for the site were taken and donated to the village by David Washburn of Captured Memories Photography. Mr. Kane believes the site will go live no later than Memorial Day.
- I am meeting with a representative from Paychex on Friday to discuss services they can provide the Village. I am most interested in hearing about their ability to process and submit reports.
- I ordered shredding service from Cintas as discussed at the last Board meeting. I was able to get the price down to \$38 per quarter/\$152 per year. The service will provide us with the necessary records for reporting destruction of documents and ensure we are in compliance with pending legislation.
- With the recent break ins locally I would like to budget next year for new filing cabinets for the front of the office. Checks and other customer information are kept in the cabinets which do not lock. As a precaution I have placed keys to petty cash and other file cabinets in the safe.
- Rene has been officially sworn in as Deputy Treasurer and added to the bank accounts. We are working with Bank of Castile to get her access to on-line banking.
- I have received a number of calls from Health Insurance providers. Does the board want me to look into different health insurance options that may be inexpensive?
- There were no shutoffs last month; many people received HEAP payments to cover their outstanding bills. The few that were scheduled to have their electric service turned off paid before the deadline.
- The village has received over 30 applications for the Clerk/Typist positions I would like to start interviewing candidates as soon as possible to get the position filled.
- Tina Wilcox who is the book keeper for the Town of Bergen and owner of Greg'ory's Bakery, started helping in the office today. She will be here in the afternoon for the next few days.

DPW Supervisor's Report

Sewer

- 140,000 average gallons per day
- Waste Water Treatment Plant update deferred to Eric Weis of Clarke Patterson Lee
- DPW employees have been receiving training on the operation of the new process at the WWTP

DPW

- Routine maintenance of Plow equipment
- Brush and Christmas tree pickup is ongoing
- Flag at half mast in observance of victims of Arizona shootings
- Apartment one in the Tulley building is now approximately 90% complete in the remodeling process.

Electric

- Christmas decorations have been taken down for the season.

- Lab analysis of the oil sample of the 7500KVA transformer located at the Church St. substation show the moisture PPM is well below the standard at this time. We will continue to monitor this unit through our proactive oil sample schedule.
- Storage bins and shelves have been built and installed at the Church St. warehouse to house electric supplies that are currently stored at the DPW shop on a wet floor, damp environment. As the stock is transported and situated in the new storage areas it will be inventoried for our annual inventory.
- Infrared Camera is in house. Factory representative will provide training.
- CPR training will take place on January 18th at the Village Office. The training is being conducted by Red Cross of WNY Batavia office.
- Nick and I attended lineman safety class in Fairport on January 7th. This class and yearly test is to satisfy 1910.269 of the OSHA regulations for Qualified Electrical Personnel.
- Transmission line capacity issue – still awaiting data from National Grid. Our new account manager is hoping that their engineer will have the information in the next week. I spoke with her on January 11th
- NYPA – Village Board approved weatherization program on October 2010. The funds have been received, signed and returned to the power authority. The IEEP will oversee the project including the hiring of contractors, and payment for services rendered. NYPA is funding this program upfront and will recoup the cost through our monthly PPAC charge. Total repayment obligation is \$36,744.00 which will be paid back over five years. Approximately 16 homes that qualify under the project conditions will be insulated. Our billing records will dictate the high energy consumption customers to be considered eligible for the project. We await funds from NYPA to be deposited in our IEEP account so we can proceed with the project.

Eric Weis, Project Engineer for the Waste Water Sewer Plant upgrades spoke about the process of the project.

- When valves were turned on Tuesday January 11th there was a possible air leak, the current diffuser was changed to a membrane. The cost of the new membrane was absorbed by the contractor.
- The plant is working well; with this technology there isn't much to do on a daily basis. Computers handle most tasks.
- Outside work will resume in the spring, should be finished by summer.
- Mr. Weis passed out a list of overages and explained each of them.

Deputy Mayor Barclay asked about the purchase of water to fill the tanks asking if it would be a reoccurring fee and what kind of work would be done this spring. Mr. Weis said the water purchase was a onetime cost, it was necessary to keep the membranes moist until the sewer flows were received. This spring they are looking to finish outside work and should consider \$20,000 worth of needed work to the Gibson St substation which is the heart of the sewer pumping system.

Trustee Adams asked that a list be put together of the needs of the Gibson St lift station and existing sewer plant for the boards review.

A motion was made by Trustee Adams and seconded by Trustee Cooper to approve payment of the overages on the Sewer Plant Project. The motion was carried by the following vote:

Deputy Mayor Barclay - aye

Trustee Adams - aye
 Trustee Cooper - aye
 Trustee Ruffin - aye

CEO/ZEO Report

- *Arlington Manor* – Owner Randy Mays is still fixing problem with sewer line and drains. He hired a person to use a camera on the line to see where the problem is. The childcare center in the building has been cleaned up.
- *Capwell House* – the Capewell house on Lake Ave might be purchased, meeting with an interested gentleman Thursday January 13th. Will not place sign to warn fire fighter on building until after the meeting.
- *Court Case* - is getting the first court case ready for trial in a couple weeks. He and Mr. Gale met with assistant District Attorney for guidance.
- *Church Break-ins*- Asked the board to get information out to community to keep watch for vandals.

Privilege of the Floor

none

Trustee Concerns

Trustee Adams

- Is anyone receiving the minutes from the Town of Bergen? Mayor Marsocci said he is receiving them and that he would forward them to the board.
- Trustee Adams also asked about the cameras for Hickory Park. Mr. Chimino said it would cost \$10,000 to start.
- How much is left in the Tulley Buildings funds and can it be used to put a floor in the basement for the Archive Grant. Mr. Gale said that he would check to see how much is left and report to the board. Mr. Williamson added that the basement wall needs to be reinforced. Deputy Mayor Barclay reminded the board that to get the grant funds the Village would have to commit to putting in the floor.

Deputy Mayor Barclay

- Feels that Mr. Gale's request to have an Audit may be necessary and would like him to look into the price and report to the board.

New Business

Appointment of Election Inspectors

A motion was made by Trustee Adams to appoint Vicky Almquist, Grace Gallivan, Connie Fielder and Jean Stewart and seconded by Trustee Cooper. The motion was carried by the following vote:

Deputy Mayor Barclay - aye
 Trustee Adams - aye
 Trustee Cooper - aye
 Trustee Ruffin – aye

Union negotiation Committee

Mayor Marsocci appointed Trustees Adams and Cooper to negotiate the Collective Bargaining Agreement with the Teamsters Union. He also asked that a resident of the village be included in the process that might have experience in negotiations. Trustee Adams said that all the union employees shouldn't attend the negotiations, just the shop steward.

Budget Meeting

A budget meeting was scheduled for 6:00 on January 16th 2011 with the regular meeting to follow at 7:00.

Swamp Road Striping

Mayor Marsocci would like to place traffic striping on Hunter St. Currently striping stops at the Town Line. He will ask the Town of Bergen do it when they do theirs in the spring.

Defibrillator

Mayor Marsocci asked if the board would be willing to purchase a Defibrillator for the Village Hall. Mr. Gale was asked to look into pricing.

Cub Scouts / Community Action Day

Trustee Ruffin asked if the Cub Scouts could use the park for Pack Fun Day, there would be a miniature festival that could be done in conjunction with Community Action Day. The Scouts will get all necessary insurance for the event if given approval. There were no objections from the Board.

Executive Session

A motion to enter executive session at 8:50 was made by Trustee Cooper and seconded by Trustee Ruffin. The motion was carried by the following vote:

Deputy Mayor Barclay - aye
Trustee Adams - aye
Trustee Cooper - aye
Trustee Ruffin - aye

A motion to exit executive session at 9:50 was made by Trustee Adams and seconded by Deputy Mayor Barclay. The motion was carried by the following vote:

Deputy Mayor Barclay - aye
Trustee Adams - aye
Trustee Cooper - aye
Trustee Ruffin - aye

Adjournment

A motion was made by Trustee Cooper and seconded by Trustee Ruffin to adjourn the meeting. The motion was carried by the following vote:

Deputy Mayor Barclay
Trustee Adams
Trustee Cooper

Trustee Ruffin

The Meeting was adjourned at 9:52pm

Respectfully submitted,

Cortney W. Gale
Village Administrator