

**Regular Meeting
Of the Board of Trustees
Of the Village of Bergen at
7:00pm November 6th, 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 Cooper
Trustee Donovan

Trustee Adams was absent due to illness.

Also present were: Cortney Gale, Ken Steinmetz, Grace Gallivan, and Eric Wies.

Approval of Bills

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

Deputy Mayor Barclay - aye
Trustee Cooper - aye
Trustee Donovan - aye

Approval of Minutes

A motion to approve the meeting minutes for October 26th 2011 was made by Trustee Cooper and seconded by Deputy Mayor Barclay. The motion was carried by the following vote:

Deputy Mayor Barclay - aye
Trustee Cooper - aye
Trustee Donovan - aye

Mayor's Report

- Plaques are complete for Marian Partridge and Eric Wahl. They will be picked by next week
- Few residents have called MIG to have their attics inspected for insulation, only 6 out of the 17. The others will be called again to confirm they are not interested in the project, and then letters will go out to additional residents.
- Three EZ-Passes are needed for the Village for trips on the Thru-way.
- MEUA workshop was very informative. Rene and Tina attended and were very excited about what they learned. Received information on optional ways to generate revenue and the creation of a Citizen Rate Board.

Deputy Mayor Report

Tulley Building

- Beam replacement work will begin in December
- First floor apartment will be rented as office space in the spring

Village Tree Board

- The Village Tree Board met on November 1st to discuss charge to the board by the village (as stated in Tree Ordinance). A summary of each meeting will be presented to the Village Board of Trustees. A survey of village trees, selection of trees to purchase for planting in the village in spring 2012. Residents will be notified of the responsibilities of the Tree Board.
- Application for Tree City membership will be worked on.
- Next meeting: Dec. 6th, 9am

Christmas Tree Lighting and Lighting Contest

- December 2, 2011, 6:45pm at Hickory Park
- Song books have been made by girl scouts, boy scouts will attend, preschool groups notified
- Village will provide hot chocolate and cookie
- Rochester Street closure from Clinton to Main St from 6:45 to 8PM for gathering at Zuber Park
- Judging for Holiday Decorating Contest Dec 15th, prizes: 1st \$50, 2nd \$30, 3rd \$20

Mural

- Artistic Homeowner, company from which village purchased mural in the boardroom also produces outdoor murals. The cost to reproduce the mural on the south side of the Tulley Building would be \$10.50 per square foot.

Memorial Benches

- Installation will take place this spring instead of this fall; Beyer in Carpenter Park, Wilcox and Howard benches in Zuber Park.

Weekly Meetings with Cortney

- Nov 1, Nov 8 —audit, Tree Lighting, March 2012 election process, budget transfers, job descriptions, apartment rental procedures, etc.

Administrator's Report

Accounting

- All monthly State and Federal reports were filled on time and in good order.
- October month end process is nearly complete.

Time Warner Cable

- An attorney is looking into the ability of Genesee County Municipalities to join together for the Time Warner Cable Franchise to get a better deal. They are currently collecting information.

Electric & Sewer Billing/Shutoffs

- There were no Electric shut offs for the 2nd consecutive month. We incorporated a new idea that works in Spencerport which is placing door hangers on the homes of individuals that will be shut off.
- Electric payments due tomorrow November 10th.
- The next electric billing is Monday November 21st. Please have information to include in the newsletter to us by November 15th.
- Applications for HEAP can be accepted as on November 16th with emergency applications beginning January 3rd 2012. The state has increased the income level for more people to qualify.
- Sewer bills are due November 30th

Audit

- I spoke to three accountants regarding the Agreed-Upon Procedures audit. We should be receiving quotes very shortly.

Hickory Park Pavilion

- There haven't been any nominations for the naming of the Pavilion in Hickory Park.

Elections

- I have started the necessary steps for the election in March. The election date, time, and openings were run in the Daily News and Suburban news.

Taxes

- Unpaid Village taxes will be sent to the County next week. In the past the Board has moved that it be done. I’m not sure if it is necessary, but I suggest it be done to be safe.

Quick Points

- Compensation Workshop that Tina and I attended on November 3rd was very helpful.
- Tina and Rene attended the MEUA meeting in Syracuse today.
- Deputy Mayor Barclay and I met with Virginia Kropf of the Batavia Daily News regarding the Tree Lighting Ceremony and Lighting Contest we will be the “Saturday Feature” in the paper.
- Do we want to buy an ad in the Chamber of Commerce booklet?

Waste Water Sewer Bond Principal Payment

A motion was made by Deputy Mayor Barclay and seconded by Trustee Cooper to pay \$53,000 towards the principal of the Waster Water Sewer Plant Bond. The motion was carried by the following vote:

- Deputy Mayor Barclay – aye
- Trustee Cooper - aye
- Trustee Donovan - aye

Property Taxes Owed

A motion was made by Deputy Mayor Barclay and seconded by Trustee Donovan to send unpaid property taxes to Genesee County. The motion was carried by the following vote:

- Deputy Mayor Barclay – aye
- Trustee Cooper - aye
- Trustee Donovan - aye

DPW Supervisor’s Report

- Flower boxes picked up and stored for winter, will repair and repaint as needed
- Sidewalks and F.D. pad poured — Bridge on Buffalo ST. is County responsibility and on their list. Barricade installed for safety
- Extra brush pick up scheduled for 11/14 due to nice weather and additional bags
- Trucks re-undercoated and getting set up for snow. Plow, Salter, etc.
- Underground project going well a few bumps but on track
- Rochester street station pump stopped, made us realize 2nd pump not wired in. Wired in pump and reset system. All ok but should replace control with same as Gibson place. (wwtp Budget)
- Gibson place station awaiting schedule from Eric

CEO/ZEO Report

Number of Inspections	6
Number of Building Permits Issued	2
Number of Building C.0 / C.0 Issued	1
Number of Zoning Complaints Filed	0
Number of Zoning Complaints Resolved	1
Number of Appearance Tickets Issued	0

- Fire call at 27 Leroy St on 11/2/2011 resulted in single family home being condemned per Section 107 of the Property Code of NYS. Notice and Order has been issued.
- Thank You to the Bergen Fire Department for their assistance providing service up and beyond the call and special thanks to Fire Fighter Alex Torres for his assistance with Spanish interpretation.
- Thanks to the Town of Sweden and Dog Control Officer Kathy Beaumont for providing pick up and housing for the 13 dogs found in the house.
- Thanks to Joe Chimino and Nick Booher with help on the safe shut down of power.

Trustee Concerns

Trustee Donovan

- There are a number of individuals that put garbage to the curb; do they have stickers to be picked up? Mr. Gale told that the individuals he mentioned did not purchase tags.
- How many levels of purification does the Waste Water Treatment Plant have? Mr. Wies said that there are three levels of purification.

Deputy Mayor Barclay

- Would like to see an agenda prepared for the joint meeting on November 23rd with the Town Board.

New Business

Budget Transfers

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

Deputy Mayor Barclay – aye
Trustee Cooper - aye
Trustee Donovan - aye

Tree Lighting Ceremony & Road Closure Resolution

Tree Lighting Ceremony will be held December 2nd at 6:45. The ceremony will begin at Hickory Park then proceed to Zuber Park where the tree will be light. The Girls Scouts will attend and have made song books for Caroling.

RESOLUTION – 2011 - 12 (Christmas Tree Lighting Ceremony Road Closure)

The following motion was made by Deputy Mayor Barclay and seconded by Trustee Donovan and was carried by the following vote:

Deputy Mayor Barclay – aye
Trustee Cooper - aye
Trustee Donovan - aye

WHEREAS, THE Village of Bergen Annual Tree Lighting Ceremony, is scheduled on **Friday, December 2nd, 2011 at 6:45pm,**

WHEREAS, the Ceremony will be held in Zuber Park, sited at the corner of Rochester Street and Lake Avenue (County Route 19) located within the Village of Bergen,

WHEREAS, the Village Board of Trustees of the Village of Bergen, New York, has determined that it is necessary to close Rochester Street from Lake Avenue to Clinton Street in order to adequately protect the health, safety and welfare of the participants of said ceremony, and

NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED by the Village Board Trustees of the Village of Bergen, New York that Rochester Street shall be closed from Lake Avenue to Clinton Street within the Village of Bergen, New York on Friday, December 2nd at 6:45pm, and

The Village of Bergen will be responsible for obtaining all proper permits from the New York State Department of Transportation and to notify the Genesee County Sheriff and the Bergen Fire Department and to comply with all requirements of said agencies, if necessary. *The Village of Bergen* will also take the responsibility to make all obligatory arrangements for traffic control (barricades, flag persons, signs, etc...).

BE IT FURTHER RESOLVED AND ORDERED that said road shall be reopened to passage of vehicular traffic as soon as it is practicable after the conclusion of said ceremony.

The Administrator hereby certifies that this is a true and complete copy of this resolution passed by the Board of Trustees at its Regular Meeting on November 9th, 2011.

Holiday Decorating Contest

The Holiday Decorating Contest will be judged on December 15th. Residents interested in participating should sign up at the Village office. Prizes are \$50 for 1st place \$30 for 2nd place and \$20 for 3rd.

Old Business

Job Descriptions

Mr. Gale presented the board with job descriptions for non-union employees that were put together from information he has gathered and that given to him by Deputy Mayor Barclay. The Board will review the descriptions and discuss it at a future meeting.

Grant Writing

Jeff Smith from Municipal Solutions was unable to attend the meeting. Eric Wies gave the board brief synapses of their capabilities and his thoughts as what would be most cost effective to the Village. A meeting was set up for Monday November 14th at 8:00am with Mr. Smith, Mr. Wies, Deputy Mayor Barclay, Trustee Adams and Mr. Gale.

Sewer Update

Village Engineer Eric Wies of Clark Patterson Lee updated the Board on the progress of the Waste Water Sewer Plant Project and the proposed reimbursements to the Village from contractors who worked on the project.

- The Plant is in need of a new water tester. The current tester cannot read the necessary levels. A new tester costs \$2502.95 and can be approved and submitted to EFC for payment.

A motion was made by Trustee Cooper and seconded by Deputy Mayor Barclay the tester for the sewer plant. The motion was carried by the following vote:

Deputy Mayor Barclay – aye
Trustee Cooper - aye
Trustee Donovan - aye

- The work to the Gibson Place pump station is delayed due to the contractor's schedule. The work should begin within 2 weeks.
 - Contractors involved in the Sewer Plant Project have offered the following compensation;
 - Kruger – 1 year preventative maintenance and no charge for remote viewing software
 - Koester – 3 years preventative maintenance
- Mr. Wies has been in discussions with MW Controls and will report to the Board.

A motion was made by Trustee Cooper and seconded by Trustee Donovan to pay the bill that was held out for payment for MW Controls at the last board meeting. The motion was passed by the following vote:

Deputy Mayor Barclay – aye
Trustee Cooper - aye
Trustee Donovan - aye

A motion was made by Trustee Donovan and seconded by Deputy Mayor Barclay to enter executive session at 8:43pm to discuss proposed reimbursement from the Waste Water Sewer Plant project. The motion was carried by the following vote:

Deputy Mayor Barclay – aye
Trustee Cooper - aye
Trustee Donovan - aye

A motion was made by Trustee Cooper and seconded by Trustee Donovan to exit executive session at 9:14pm. The motion was carried by the following vote:

Deputy Mayor Barclay – aye
Trustee Cooper - aye
Trustee Donovan - aye

A motion was made by Trustee Donovan and seconded by Deputy Mayor Barclay adjourn the meeting. The motion was carried by the following vote:

Deputy Mayor Barclay – aye
Trustee Cooper - aye
Trustee Donovan - aye

The Meeting was adjourned at 9:15pm

Respectfully submitted,

Cortney W. Gale
Village Administrator