

**Regular Meeting
Of the Board of Trustees
Of the Village of Bergen at
7:00pm January 11th 2012**

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 - Absent
Trustee Cooper
Trustee Donovan

Also present were: Cortney Gale, Ken Steinmetz, Grace Gallivan, Ken Kuter, and Justin Russell

Approval of Bills

A motion to approve the bills was made by Trustee Cooper and seconded by Trustee Donovan. 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 December 14th 2011 was made by Deputy Mayor Barclay and seconded by Trustee Cooper. The motion was carried by the following vote:

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

Mayor's Report

- Attended Genesee Association of Municipalities which was hosted by the Town of Bergen at the Rose Garden. Discussed the proposed bill that would eliminate the Genesee Counties Medicare liability. Asks that a petition be place in the office for residents to sign.
- Insulation Program is in progress and is about half completed.
- Would like to create a "citizen on patrol" group which would be a step up from a neighborhood watch.
- Appointed Deputy Mayor Barclay and Trustee Cooper as members of the joint Town/Village shared services committee.

Deputy Mayor Report

Tulley Building

- Dilcher has completed beam project, repair work is underway in the apartment areas affected

during the replacement process.

- Refurbishing work is being completed in the 2nd floor west apartment, and entry hallway.
- Concrete slab is in place in the basement in preparation of the building of the storage room.
- Ken S and I met to review progress.

LGRMIF Grant

- Gail Fisher, Regional Advisory Officer - NYS Archives, met with Cortney and I on Dec. 27th to review terms of LGRMIF grant fulfillment process. She gave suggestions on how best to complete the work, items to include for safety, qualifications of temporary clerk.
- Based on her suggestions and the qualifications necessary to complete the work, Cortney and I would like to hire Lisa Campbell to fill the position. Office staff, Lisa, and I will be trained by Gail Fisher as part of the state services to grant recipients on January 13th. Lisa has an associate's degree in business, and has worked for both Tompkins and Sullivan Insurance Agencies. She has computer experience in data input, etc. Lisa's salary is completely covered by the grant.
- Ken S, Cortney, and I met on Thursday, Jan 5 to plan construction work for the document storage room as well as future grant opportunities. The blocks have been delivered. Construction work should be completed by mid February.

Village Tree Board

- The village Tree Board met on January 10th; we have received approval of our application for the village to be designated as a Tree City.
- A Street Tree Application has been established by the Tree Board to be approved by the village board. This will be explained to residents in a newsletter if approved.
- Trees will be ordered for Carpenter Park, sidewalk grates, village parking lot
- The Tree Board will be meeting with Forester Mark Gooding (NYS DEC Region 8) and Dave Stettner (Salmon Creek Nursery) will be attending the next meeting.
- Minutes of the Tree Board meeting will be posted on the village website.
- Next meeting — February 7, 2012

Main Street Grant

- I have been calling the participants of the Main Street Grant project to discuss the next steps to re-apply for the grant. All those I have spoken to (about half) agree to continue in the process.

Credit Card Submission

- Rene', Cortney, and I worked on procedure for credit card purchases and submission to the board.

J. O'Connell and Assoc.

- Jean O'Connell will be here Friday, Jan 13th, to meet with Cortney, Ken, and myself to discuss work to be done in order to pursue future grant opportunities for the village.

Christmas Lighting Contest

- Ginny Adams, Bella, and I judged the contestant holiday decorations; points were given for overall display, creativity, use of lighting, holiday theme, and originality. Results were 1st Place - Jake Cebula - 40 South Lake Ave, 2nd Place - John and Ann Marie Stoll - 38 Kaymar Dr, 3rd Place - Mark, Eileen, Carl, Sandra Vander - 19 Spring Street.
- Everyone's decorations dressed up the village for the holidays!

Administrator's Report

Accounting

- All monthly State and Federal reports were filled on time and in good order.

- December month end processes are nearly complete.
- Continuing working on internal Audit with Bob Fox, progress has slowed due to the illness of his 95 year old mother and death of one his business partners.

State Audit

- The Mayor and I met with Lynn Kelly from the State Comptroller's Office regarding the upcoming state audit. The meeting was very preliminary, outlining the audit process. First, she will begin with a risk assessment, and then focus on an area they feel needs improvement. Next, she will write a report that will be reviewed by the Buffalo and Albany Offices, which will then be sent to us for review. We have 30 days to respond to the report in writing. The report along with our response will then be published. We will have 90 days after publication to submit a plan for corrective action.

Cell Tower

- I was contacted again regarding the Cell tower. The new proposal has been included in your packets. I was able to negotiate a little more than I previously reported, increasing the immediate annual increase from the \$3,300 to \$4,000.

Electric & Sewer Billing/Shutoffs

- There were three Electric shut offs for this month, two are out of town for a significant amount of time, we received a HEAP payment for the third
- Electric payments were due yesterday January 10th.
- Sewer Bills will be sent out at the end of January. With tax time approaching, we will be adding a note to the bills letting everyone now that if they are account is not current by the end of April the balance will be sent to the County to be added to their taxes.

Elections

- John Wolfe inspected the voting machines on Monday January 9th to ensure that it is in proper working condition for the March 20th Election. The machine previously belonged to Byron; I contacted Clerk Deborah Leaton for an additional set of keys.
- It will be necessary for the office to stay open until 5:00pm on cut off dates such as filing an independent nominating petition by February 14th.

Website

- I contacted Jim Kane, the creator of the Village's Website, and discussed with him the problem the Town is having with their website. Together we created a proposal for the Town that is cost affective and promotes Shared Services. In the proposal we suggest the Village host their website, use the Village's site as a template to create their new site, and that I help and train Michelle to update the site. We project the cost to the town would be half to a quarter of what the Village paid.

Budget

- It is time to start working on budgets! I strongly urge the Board that the first decision made in the budget process is wage increase. 25% of the Sewer budget, 35% of the General and 40% of the Electric budgets consist of wages. Last year, I had to make a large amount of changes, and made three sets of budgets depending on what the Board decided. Making wage the first priority will cut down on changes and should make the whole process go quicker.
- I plan on making changes to budget format, including added lines for items that are included in other lines and changing the look to make it more readable.

DPW Supervisor's Report

- Infrared scan done problem areas corrected
- Large tree removed on Rochester St. & Richmond St.
- Next week brush and tree pickup will be done
- New controller for Salter installed and calibrated, salt use way down for now
- Trucks and crew set for this weekend
- Tully bldg: beam complete, basement floor poured and block work to start next week. Apt 3 complete, tenant moved back in. Work in progress to finish Level 1 then finish work on Apt 4
- Gibson place lift station started pumps being rewired. Generator to be installed after pumps.
- WWTP running well pump replaced in discharge tank and work being done on Buffalo Rd. pumps

CEO/ZEO Report

27 Leroy St

- There has been a lot of communication and interaction with the owners of 27 Leroy St, which was condemned.
- The property is in very bad shape and needs to be braced before contents can be removed
- Genesee County is pursuing tax foreclosure on the property but may turn it over to the Village if they feel it is not sellable.
- The owner has abided by the law and not entered the premises. A building permit has been applied for to brace the home.

17 N. Lake Ave

- The owner of 17 N Lake has applied for a variance with the State to allow them to remove the stairs on the back of the property without replacing them.
- Working with Owner to bring the rest of the building to code.

Fire Inspection

- Currently working on fire inspections of assemblies, (churches, organizations, etc) an annual report will be due to New York State by the end of February.

Notes

- Census Bureau sent a survey of permit activity that must be filled out
- Bergen Fire Department called regarding requirements for house numbers being on the front of Homes
- Article will be placed in this month's issue of the Village Newsletter.

Privilege of the Floor

Grace Gallivan thanked the Electric Department for scanning her home with the infrared scanner. They presented her with a report and spent the time to review it with her.

Justin Russell of Russell Plumbing was present to discuss with the Board a bill he presented for additional work performed, in the amount of \$3,200, on the Hart Subdivision Electric Project. Mr. Russell feels that he completed an additional 120 feet of burrowing that wasn't in the project

specifications and wishes to be compensated for it. He further asked the Board to give him the 10% being withheld until completion.

- DPW Supervisor Ken Steinmetz feels that there was only 94 feet of additional work and stated that the price per foot billed by Mr. Russell was more than that which was stated in the contract. He spoke to Mr. Russell early to discuss two possible compromises.
 1. Pay for 94 feet of additional drilling at the contract price and purchase back 200 feet of unused electrical conduit. For a price of \$1,399.14
 2. All of option one with the addition of Mr. Russell completing all the ground work to finish, including rough grading, fine grading, and seeding. For a price of \$3,200.
- Electric Lineman Joe Chimino stated that the project was bid for the burrowing of 3800 feet and that the project hadn't exceeded that amount, therefore no additional payment should be required.
- Trustee Cooper stated that when awarded project if you complete the project under your bid you get to keep the difference, therefore profiting. If your cost is more than you bid, you bid incorrectly and you can't come back and ask for more.
- Trustee Donovan and Deputy Mayor Barclay agreed that option two would be satisfactory if it would indeed save the village money by not having our employees do the work.
- Mayor Marsocci tabled the discussion until a future meeting so information can be gathered and presented to the Board to better make a decision.
- The Board agreed to pay Mr. Russell the 10% being withheld until completion.

Trustee Concerns

Trustee Donovan

- Alfred Students working on the Village Comprehensive Plan has requested that the Board come to Alfred for the presentation as they are presenting multiple communities.

New Business

Approval of new Fire Department Members

A motion was made by Trustee Cooper and seconded by Trustee Donovan to approve Gina Bliss and Casey Starkweather as new members of the Bergen Fire Department. The motion was carried by the following vote:

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

Resolution 01-2012 Designation of Polling Place

A motion was made by Deputy Mayor Barclay and seconded by Trustee Cooper to approve Resolution 01-2012 Designation of Polling Place for the March 20, 2012 General Village Election. The Motion was carried by the following vote:

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

RESOLUTION 01-2012
Designation of Polling Place
and Time for March 2012 General Village Elections

WHEREAS the Village will hold regular elections in the year 2012 on March 20th for the positions of two trustees for a four year term each ending on March 31, 2016, and

WHEREAS the Village has a single election district,

IT IS HEREBY RESOLVED that the polling place will be the Village Hall, located in the Village Board Room at 11 North Lake Avenue for said elections, and

IT IS FURTHER RESOLVED that elections will be held from 12:00pm to 9:00 p.m. on said date.

Resolution 02-2012 Abolishing Village Registration Day

A motion was made by Deputy Mayor Barclay and seconded by Trustee Cooper to approve Resolution 02-2012 Abolishing the Village Registration Day for the March 20, 2012 General Village Election. The Motion was carried by the following vote:

Deputy Mayor Barclay - aye

Trustee Cooper - aye

Trustee Donovan - aye

RESOLUTION 02-2012
Abolishing Registration Day
for March 2012 General Village Elections

WHEREAS the Village will hold regular elections in the year 2012 on March 20th for the positions of two trustees for a four year term each ending on March 31, 2016, and

WHEREAS voters may register with the County Board of Elections ten (10) days prior to the Village Election to ensure eligibility,

IT IS HEREBY RESOLVED that the Board of Trustees of the Village of Bergen abolishes Registration Day for said election and all that follow until which time this resolution is appealed.

Electric Report from National Grid

The Board discussed the Electrical Supply Study Report from National Grid. Joe Chimino answered questions the board had regarding the Peak power use that was used in the study. Mr. Chimino explained that the use of July 2011 as the Peak power use is a good number but doesn't affect the overall report, which is to determine how much power is available to the Village. The yearly Peak is down because Allen's has replaced old motors with more energy efficient ones as well as installed "soft starts" that slowly engage the motors. Ultimately the Village has 7 megawatts left to use.

Hiring of Temporary Archive Clerk

The board discussed the hiring of Lisa Campbell as Temporary Archive Clerk. The position is paid entirely by grant funds. A vote was not needed the Mayor authorized the hiring with the recommendation from Deputy Mayor Barclay and Administrator Gale.

Hart Subdivision Electrical Project

Joe Chimino asked the Board if he could start the bid process for the materials for the Hart Subdivision Electrical Project. The transformers can take up to six months to receive which could put us into the next fiscal year.

A motion was made by Trustee Cooper and seconded by Deputy Mayor Barclay to start the bid processes for the materials necessary to complete the underground electrical work in the Hart Subdivision. The motion was carried by the following vote:

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

Old Business

Job Description

A motion was made by Deputy Mayor Barclay and seconded by Trustee Cooper to approve job descriptions for Administrator, DPW Supervisor, Deputy Clerk, Deputy Treasurer, and Laborer. The motion was carried by the following vote:

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

Cell Tower Proposal

Mr. Gale provided the Board with a new proposal for the extension of lease for the Cell Tower. The Board will review the document and wait for an opinion from Village Attorney Dan Bryson.

IIEP Funds

The Board discussed the use of IIEP funds. They will look further into programs to provide more energy savings to customers. They will be using funds for lighting and possibly HVAC in the Archive Room. Other possibilities would be a backup generator for the Tulley Building and a Replacement Window program for residents.

A motion was made by Trustee Cooper and seconded by Trustee Donovan to 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 9:00pm

Respectfully submitted,

Cortney W. Gale
Village Administrator