

**Regular Meeting  
Of the Board of Trustees  
Of the Village of Bergen at  
7:00pm March 14<sup>th</sup> 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  
Trustee Cooper  
Trustee Donovan

Also present were: Village Administrator Cortney Gale, Don Donnelly, Grace Gallivan, Vickie Almquist and Tally Almquist.

**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 Donovan - aye

**Approval of Minutes**

A motion to approve the meeting minutes for February 22<sup>nd</sup> 2012 was made by Trustee Cooper and seconded by Trustee Donovan. The motion was carried by the following vote:

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

A motion to approve the Public Hearing for February 22<sup>nd</sup> 2012 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 Donovan – aye

**Mayor's Report**

- Held an employee meeting to promote good communication, it was a productive meeting afterword everyone stuck around to have lunch together.
- A representative from AFLAC presented information to the employees there are a few who are interested. There is no cost to the Village but a little paperwork.

- Unable to attend Genesee Association of Municipalities on March 15<sup>th</sup>. Is anyone on the Board able to attend?
- Provided everyone a copy of the Electric survey, I met with the individual who would perform the audit with Trustee Cooper, Joe Chimino and Nick Booher.
- The Town and Village joint committee are working well together as are the DPW Supervisors.
- The Joint meeting with the Town and Village Boards will be held March 27<sup>th</sup> at 7:00 our meeting will begin at 6:00pm
- Trustee Adams and I met with Tony Medofri who is the executive director of the MEUA. Mr. Modofri explained that they are doing audits on bigger municipalities and would pass on what they learned to the smaller ones.
- Continue to host BBCA meeting in the Village Board room for Park Festival. The next meeting is April 18<sup>th</sup> at 12:00pm. They are requesting that the back pavilion be raised to allow band to play under it so they won't have to rent a tent.
- Back pavilion to be named after the Bergen Fire Department at 12:45pm at the Park Festival.

### **Deputy Mayor Report**

#### **LGRMIF Grant**

- The HVAC has been installed in the document storage room, electric components are being installed, and the shelving will be put together and installed through the end of the week.
- Discarded documents and boxes have been picked up and shredded; it will be necessary to arrange for a second pick-up as the sorting is completed.
- Lisa Campbell and I have approx 20 boxes left. We are planning to begin moving newly sorted boxes to the basement next week.
- I am working on the FS-25 form to submit for the remaining funds to complete the project. We have received 50% of the funds to this point, 40% will be sent to us after the FS-25 is submitted, then the final 10% as needed.

#### **Village Tree Board**

- Mark Gooding of the NYS DEC Region 8 attended our March 6<sup>th</sup> meeting. He shared an abundance of information on publications available, helpful websites, tree survey guidelines, plantings, etc.
- Mark will be attending the Bergen Park Days with demonstrations and information concerning aspects of Tree City participation and what it can mean to the village.
- The Tree Board is planning for an evergreen tree in Ward Park to decorate for the holidays, and possibly purchasing a disease resistant Elm Tree to mark the 200th Anniversary of the Town of Bergen. If the village board approves, we would be investigating a community involved activity to support with purchase of both, along with a plaque for each tree.
- Next meeting is March 22 at 4:30 to plan Community Action Day, which has been scheduled for May 19th.

#### **Town/Village Relations Committee**

- The committee will be focusing on a Public Safety Master Plan and a Parks Master Plan.
- Next meeting is planned for March 21 at 6:30pm, village boardroom. **GIS**
- As a follow-up to a village resolution for an address authority, support of the GIS program, and for a public safety master plan, I contacted the county Emergency Services department for information. They will be sending out what they have for us.

#### **High School Art**

- Matt Bertram, HS Art Dept., has selected and dropped off this year's artwork for the village offices. Arrangements will be made for the students to present their work at a Board Meeting and receive their savings bonds and certificates.

#### **Tulley Building**

- The 2nd floor west apartment is completed and rented, the stairwell is painted, and work has begun in the first floor space behind the village offices.

#### **DMV Drop Box**

- After 2 years of calling and discussing the opportunity of a DMV Drop Box with County Clerk Don Read, I received a call today that we have been accepted as a satellite site. The County will pay for the DMV Drop Box. Leslie Krajewski will determine the type of box best suited to the Village and asked that we install it. Transactions would be picked up twice a week. All transaction fees would remain in the county.

### **Administrator's Report**

#### **Accounting**

- Bob Fox gave everyone a lot of information at the last meeting, I hope it wasn't overwhelming. I would like to use him as our accountant going forward. He has expressed his interest in continuing the relationship with the Village if the Board wishes.
- After discussions with the State it has been determined that it will be necessary to revise the Annual Update Document (AUD) to reflect the changes that have been made during our audit. They requested that we also provide them with a "schedule K" which details our fixed assets. I have been working on this also in conjunction with our insurance agent so that we have better coverage and valuations on Village property.

#### **State Audit**

- The Office of the New York State Comptroller is still working on our audit. She is currently reviewing financial information as far back as five years.

#### **Electric & Sewer Billing/Shutoffs**

- Electric was due on March 13<sup>th</sup>, Shut off notices go out tomorrow with shut off day being April 4<sup>th</sup>. There were no shut offs for this month; this is great because it is historically our largest bill of the year.
- Sewer arrears will be sent to Genesee County on May 10<sup>th</sup>, there is still approximately \$41,000 unpaid.
- March electric bills for February usage will be mailed on March 21<sup>st</sup>.

#### **Elections**

- Most of the Election Inspectors have taken their oaths and are ready to perform their duty on Election Day.
- Required election information appeared in both the Batavia Daily News and Suburban News.
- John Wolf set up the voting machine, with Rene and me present. Everything is ready for the election.

#### **Quick Points**

- If you have articles for the newsletter please send them to Rene by Friday March 16<sup>th</sup>.
- The telephone bill audit that was performed did not uncover any overcharges.
- Lisa found the lease to the substation & electric building in the archive boxes. The substation agreement is solid but I think (hope) there is another agreement that gives us rights to use the building.

### **DPW Supervisor's Report**

- Plant running well , foaming issue Eric will meet with us next week to try anti foaming agents and to help calibrate new meter
- Air pumps replaced at Buffalo road station. These are for high level monitoring
- New sewer truck in and ready to go

- Chris covering the plant doing a fine job
- Park clean up Friday Town will roll next week
- Brush picked up and streets cleaned at Kaymar, Canterbury track
- Crew attended Dig Safe NY training
- Started renovation on downstairs apt. need to discuss extent of scope
- Archive room almost done will set up shelves and move boxes Thurs and Friday
- Underground wire to start install Thurs 3/15 with assistance from Churchville

Deputy Mayor Barclay stated, so there wouldn't be any miss understandings, that her son will be renting the downstairs space for a business and that the work being done will be on par with that which has been done in other remodeling projects in the Tulley Building.

Trustee Cooper asked if the matter has previously brought before the board. He agrees with making the space a business but wants to be sure costs stay low because residents are concerned about the amount of tax dollars that have been spent on the Tulley Building.

Trustee Adams also asked that an estimate of the remodeling be given to board to review.

Mayor Marsocci interjected that he prefers the space being used as a business because it will bring more people to the downtown area.

### **Code & Zoning Enforcement Officer**

Number of Inspections	12
Number of Building Permits Issued	1
Number of Building C.0 / C.0 Issued	2
Number of Zoning Complaints Filed	0
Number of Zoning Complaints Resolved	1
Number of Appearance Tickets Issued	0
Number of Fire Inspections	3

Ongoing fire inspections going slow, property owners are trying to make necessary fire safety and maintenance improvements before scheduling their inspections. So far the feedback has been positive about receiving a checklist in advance of inspections so no one is surprised.

Permits have been issued for removal of unsafe egress stairs in the rear of 17 N Lake

27 Leroy Street has been auctioned and property is in process of changing hands, I was able to reach out to new owner and spoke at length about steps necessary to bring condemned building to compliance

### **Historian**

Village Historian Tally Almquist reported that she is gathering information on the Rescue Squad and Women's Fire Auxiliary. She will also be working on the Town of Bergen's 200<sup>th</sup> anniversary.

### **Privilege of the Floor**

Grace Gallivan addressed the Board regarding Library funding. Mrs. Gallivan helped the library get in charter and was on the Board for 14 years. She feels that it is a jewel in the community and asked the Board to please consider increase funding. She further stated that there is no other organization that has programs in the village. A recent program for children was attended by 135 people.

### **Trustee Concerns**

**Trustee Adams**

- Is there anything that can be done to decrease the electric bill at the new Sewer Treatment Plant?
- What is the status on the Insulation Program? How many have been done and how many left to do?

**Trustee Donovan**

- When Krueger is giving tours of our Sewer facilities does it interrupt our DPW workers?

**New Business****Waste Management**

Cindy Jessop and Jeff Richardson from Waste Management attended the meeting to answer questions the Board had regarding their offer. The offer is to receive refuse from the Village, the first 25 tons would be at no cost thereafter the cost would be their normal fee. All recyclables would be received at no charge. Mr. Richardson stated that the Village would not need a permit or special equipment to bring refuse to the landfill but individuals would need some training as to how proceed at the site.

The board asked that information be gathered to see if this opportunity is feasible.

**Library Funding**

The Board agreed to budget \$1000 dollars for the Library.

**Joint Meeting with Town of Bergen Board**

The next joint meeting with the Town Board will be on March 27<sup>th</sup> at 7:00pm. The Village Board will meet at 6:00pm for its regular meeting.

**Old Business****Naming of Hickory Park Pavilion**

A motion was made by Deputy Mayor Barclay and seconded by Trustee Cooper to dedicate the back pavilion in Hickory Park to the Bergen Fire Department. The motion was carried by the following vote:

Deputy Mayor Barclay - aye

Trustee Adams - aye

Trustee Cooper - aye

Trustee Donovan – aye

**Community Action Day**

Community Action Day will be held on May 19<sup>th</sup> in Zuber Park at 10:00am.

**Grant Opportunities**

Deputy Mayor Barclay reported that there are two grant opportunities available, Highway Safety and Stop DWI. The Highway Safety grant could provide funds for the purchase of 1 or two speed control signs. She asked that the Board send her ideas for other safety issues that could be included in this grant.

**Electric Study**

Mayor Marsocci presented the electric study proposal with the suggestion that it should be authorized. Trustee Cooper who also met with the individual who would do the study said that he agreed that it should be done but wasn't certain that it is the right time to do so. With many questions unable to be answered the topic was tabled until Joe Chimino and Nick Booher could be present to answer them.

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

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

The Meeting was adjourned at 8:55pm

Respectfully submitted,

Cortney W. Gale  
Village Administrator