

**Regular Meeting
Of the Board of Trustees
Of the Village of Bergen at
6:00pm March 27th 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, DPW Supervisor Ken Steinmetz, Grace Gallivan, Scott Morgante, and Don Donnelly.

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 Adams - aye
Trustee Cooper - aye
Trustee Donovan - aye

Approval of Minutes

A motion to approve the meeting minutes for March 14th 2012 was made by Trustee Adams 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

Mayor's Report

- Time Warner Cable is restructuring its operations but it will not have an effect on our franchise fees.
- On April 17th there is a workshop in Canandaigua that would be good to attend. It's about wood and agricultural markets. We may be able to find away to sell or have our brush picked up free of charge.
- I received a copy of the Mercy EMS contract that I will send to the board.
- I meet with officials from the school today, students would like to do some work to Carpenter Park and have a memorial service to observe the one year anniversary of Eric Wahl's death. They would like to hold the service on Sunday May 20th.

- The Byron-Bergen Superintendent would like to present the school budget to the board at the May 9th meeting.
- Each board member has a copy of the current progress of the Insulation Program. There is two in progress and money for three more to be done.
- The Park Committee would like to attend the May 9th board meeting.

Deputy Mayor Report

LGRMIF Grant

- All previously filed boxes have been sorted by Lisa Campbell, temporary clerk, and myself. The next steps will be to label each using the new labeling system, organizing the boxes on the shelves in the newly completed document storage room, and entering all the storage information on the computer. Gail Fisher, Regional Advisory Officer - NYS Archives, will be meeting with Lisa Campbell to review input procedures.
- I have submitted the FS-25 form requesting the next 40% of the awarded grant funds for payment of work completed for the grant project

Village Tree Board

- On March 22, the Village Tree Board (Ed Adams, Ken Steinmetz, Kevin Donovan, Rene' Vurraro, and Anna Marie Barclay) met to plan Community Action Day (May 19) activities, and to discuss the Tree Board's participation in Park Days.
- Notices will be placed in the newsletter and on the website inviting volunteers, the Boy Scouts and Girl Scouts will be invited. Plants will be ordered for boxes, fountain, and village signs. Two weeping cherry trees will be planted in Carpenter Park as annual Arbor Day trees, lunch will be provided. Start time for activities will be 9:30 am.
- Applications for tree plantings are due by April 2. The tree board will be planning for those trees at our next meeting; April 16th at 4:30.
- The two Tree Board members to attend the Sixth Annual Recognition Ceremony and workshop in Albany on Mar. 29, 2012 will be Ed Adams and myself.

Town/Village Relations Committee

- Paul Cooper, Joe Nenni, Belinda Grant, and I met Wed., March 21. We will be contacted our planning boards to discuss development of an updated comprehensive plan for the town and the village. It was decided that a Park Master plan would be better served being done separately.
- Next meeting is planned for April 23 at 6:30pm.

High School Art

- Student artists, their parents, principal, and Matt Bertram (art teacher) will attend an April 25th board meeting for the presentation of artwork, and the village savings bonds to the students. Nameplates have been ordered and received for art pieces.

Safety Grants

- I submitted the support information from the board to Gary Rouleau (grant writer) for the two safety grant applications he will work on for the village.

Parks Master Plan

- Several grant opportunities are available to fund projects being planned for village parks. I would like to begin outlining this document with plans from the village park committee, tree board, and the village board to prepare for these grants.

DMV Drop Box

- The DMV drop box will be here in the next two weeks. Leslie Krajewski and I will be discussing specifics next week so that the DPW staff has what they need to install the box.

Administrator's Report

Accounting

- Bob Fox sent along information for the Board to review. He was in the office on March 21st to review the revised Annual Update Document that Tina and I completed. There are a few minor questions we need answered from the State Comptroller pertaining to the Electric Fund before we sent the AUD, but I am happy to report that the questions were answered and the AUD sent. Bob did this work at no cost as he is not currently engaged by the Village. He also worked 20 hours more than contracted during the Agreed Upon Procedures Audit at no additional charge. I heavily recommend that we engage Bob Fox and EFP Rotenberg as the Village Accountant. The cost would not be more than was budgeted for in previous years.

State Audit

- The Office of the New York State Comptroller is no longer in our office! Today was her last day. She concluded the information gathering period and is now writing her report. When she is done the reports goes to her superiors in Buffalo then to Albany for review. She believes we will receive the report in June, at which time we will have thirty days to respond before it is released to the public.

Electric & Sewer Billing/Shutoffs

- Electric Bills were sent out March 26th and are due April 16th.
- Shutoff notices were mailed on March 15th shutoff day is April 4th
- We are preparing for Village Taxes which will be mailed in late May.

Elections

- All post election procedures have been completed including posting results and notifying the media.
- I would like to thank Grace Gallivan, Connie Fiedler, Cindy Payne and Vickie Almquist for doing a wonderful job as election inspectors.

Quick Points

- I heard back from Heberele Disposal who informed me that after the contract expires on May 31st the village will be on a month to month basis, at the current rate, until we tell them otherwise.
- As I mentioned in my weekly report, Linda Austin submitted her resignation effective March 22nd. Linda will be missed.
- Rene completed the State Comptroller's "Introduction to Municipal Accounting." She said that she has a much better idea of how her job relates to the accounting process and feels that it was very worthwhile.

DPW Supervisor's Report

- Sewer plant running well. Bruce and Chris attended NYWEA training today earning CEUs which are required for license.
- New sewer truck is working out well, Bruce is moving tool boxes from old truck and he is getting old truck ready for the equipment auction in May.
- We had a large amount of brush to pick up this week due to the nice weather. I will be sure to note in the next newsletter that all leaves must be in paper bags and not plastic ones. Also in the next newsletter do we need to detail what can be discarded in the bulk pick up and also mention a time frame to put items out? (1 week prior not 3 weeks)
- We will be working in Hickory park on Thurs and Friday and opening the bathrooms up on Thursday as well. We will make sure that everything is in order for the Easter egg hunt on Sat 3/31.
- Our new mower has been ordered and hopefully will be delivered by 5/1 so we can get the old one to the May equipment auction.

- We will probably start mowing in the next week or so but will not tear down the plow/salter until we are positive we will not get any more snow and ice. (June or July might be safe)
- The new wires have been pulled for the Hart development and lawn restoration is scheduled to begin on this Thursday and should be complete in a couple of weeks.
- We installed our new circuit breakers this week and will be tested and certified next week prior to switching over completely.
- The archive room is up and running well. The temperature and humidity have remained very steady and we have plenty of room for new records. All of the old records have been delivered downstairs and are currently being sorted and organized.
- We are working on the downstairs apartment by stripping the walls and ceilings reworking the electric and fire alarm system. We will be installing new wiring, insulation, drywall and flooring. In addition we will be opening the bedroom walls and finishing the room to make it larger.
- Our tree board met on 3/22 and some decisions were made as to trees to be planted and some of the flowers to be ordered for the flower boxes. We will have our materials on hand for the Community action day to plant flowers in the planters, the fountain and at Hickory park.
- We will also have the planter in the rear parking lot prepped and ready for planting if time permits.

Privilege of the Floor

Grace Gallivan thanked Kevin Donovan for his dedicated service to the board and noted that he put a lot of time in and did so with integrity.

Trustee Concerns

Trustee Adams asked when the Re-organizational Meeting and Budget Hearing would be. Mr. Gale answered that both were up to the Board. The Board decided to hold the Re-organizational meeting on April 11th and will make a decision on the Budget Hearing at the budget work session on March 28th.

Trustee Donovan suggested if the Village was ever to consider a new attorney that he would suggest local resident Chris Vurraro.

New Business

none

Old Business

none

A motion was made by Deputy Mayor Barclay and seconded by Trustee Adams 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 7:00
Respectfully submitted,
Cortney W. Gale
Village Administrator