

**Regular Meeting  
Of the Board of Trustees  
Of the Village of Bergen at  
7:00pm on December 12<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 Cooper  
Trustee Adams  
Trustee Barclay  
Trustee Morgante

Also present were: Village Administrator Cortney Gale, DPW Supervisor Ken Steinmetz, Code Enforcement Officer Ken Kuter, Grace Gallivan, Kevin Donovan, and John Murray

**Approval of Bills**

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

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

**Approval of Minutes**

A motion to approve the meeting minutes for November 14<sup>th</sup> 2012 was made by Trustee Barclay and seconded by Trustee Morgante. The motion was carried by the following vote:

Deputy Mayor Cooper- abstain  
Trustee Adams - aye  
Trustee Barclay - aye  
Trustee Morgante – aye

A motion to approve the meeting minutes for November 20<sup>th</sup> 2012 was made by Deputy Mayor Cooper and seconded by Trustee Adams. The motion was carried by the following vote:

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

**Mayor's Report**

- The next GAM (Genesee Association of Municipalities) will be held by the Town of Bergen at the Rose Garden in Bergen. The meeting will be at 7:00pm on December 20<sup>th</sup>.

- I attended the MEUA engineers workshop today and brought back information for the to review.
- GCEDC has cancelled their holiday party due to the State's objection of spending funds for the event.
- I would like to find two individuals to be the Board's liaisons to the Black Creek Watershed Committee.
- A resident asked about the possibility of creating a ice rink in Hickory Park. It seems that it would be too great a liability.
- The Tree Lighting Ceremony on November 30<sup>th</sup> went great and was well attended. I would like to thank everyone involved in putting go the event.
- The charity event Joe Chimino created when he was president of the MEUA was successful again this year. The outgoing MEUA president was able to raise \$4,007 dollars for Comfort House which is a hospice in Wellsville.
- There has been many complaints from residents regarding a gas odor coming from the landfill. Mr. Kuter stated that it could be the new gas pipeline that is also in that area.
- I attended the last Planning Board meeting and would like to thank village attorney Kris Vurraro, Mr. Kuter, and Rene Vurraro for helping the board.

### Administrator's

#### **Community Service**

- We have an individual doing community service with us. She had 50 hours to complete; she updated property ownership information in the Code Enforcement software, printed information from old floppy disks, and is working on indexing the book of minutes and transferring septic tank pumping information to a spreadsheet She will be here through Tuesday.

#### **Accounting**

- We are preparing a detailed report to show the ramifications to the village if Bonduelle closed. We enlisted the help from the Executive Director of the MEUA, other municipalities, and Bill Freitag from Bollum & Sheedy. It isn't as easy as you would think because of the variations of costs of purchasing incremental power & how it would be applied to residents. The report will allow us to formulate a plan and assisting us with long range planning.
- The books were closed and bank statements reconciled for funds for the month of November.
- We are also working on a financial document to provide the board every month which represents the village's cash balances and monthly transactions. The next step is long term planning and a risk assessment which the OSC likes everyone to complete. Bob Fox will be assisting us on all of these projects.
- We reconciled the PPAC (purchase power adjustment calculation) which is the power we bought compared to what was billed and verified the base purchase power cost and factor of adjustment which are constant numbers found in our tariff. Tina and Rene learned about doing this at the MEUA accounting workshop they attended in November.

#### **Meetings**

- I held a meeting with the DPW staff to discuss the chain of command and what to expect from each other. I think it was a step in the right direction. Mr. Steinmetz and I have agreed to meet once a week to stay on the same page so we deliver a consistent message to the employees.

#### **Miscellaneous**

- The vacant apartment has been rented after I placed an ad on Craigslist. The individual will be the only occupant and has no pets. She plans on moving in on January 15<sup>th</sup>.

- The annual safety meeting will be held on December 21<sup>st</sup> at 12:00pm.
- Electric Bills will be mailed out on December 20<sup>th</sup> and are due January 9<sup>th</sup>.
- We received HEAP payments from DSS on December 10<sup>th</sup>

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

- The sewer plant is running ok but we still have foaming issues. We took samples from the four lift stations on Monday to get a comparison (we sampled Friday afternoon previously) We also started interviewing the business owners starting with the south end of the Village where we had the highest test levels.
- Eric W. is following up to get a cost for changing the belts and pulleys on the blower motors per the recommendation of the excelsior field rep.
- We are ready for winter weather and are working on inventory and P.M. for our garage equipment.
- We recently finished the underground wiring project on Merriman road. We have one more house to tie in when they are ready. The next step is removing the poles and overhead wires.
- The GPS for the electric is done and we will be sending our data to the County to be integrated into their GIS program.
- We will be working on GPS for the catch basins, manholes and eventually tank locations for the Village.

#### **CEO/ZEO**

- Mr. Kuter reported that he has issues one building permit, two certificates of occupancy, and completed ten inspections and two fire inspections.
- Has been working with Planning Board on two projects that have been submitted
- There is a need for applications for different projects that he will work with planning board secretary Rene Vurraro on.
- He received a verbal complain about the condition of 27 LeRoy Street after the fire department used it for training. And the possibility of 25 LeRoy Street operating an illegal daycare. He was able to address both issues. 27 LeRoy will be secured when the fire department is done training. 25 LeRoy Street is a certified daycare and is under state law for conditions for the children.
- He also stressed the important filling a formal complaint instead of a verbal.
- Suggested adding a fee for work on communication towers.

#### **Privilege of the Floor**

None

#### **Trustee Concerns**

##### **Trustee Adams**

- Have we received the sample light for the street lights yet? Asked Mayor Marsocci to follow up.
- Is there any news on the Electric Study?
- The is a spot in the rear parking lot where the American Legion's sidewalk meets the parking lot that has caused people to trip.

Mr. Gale said that the Lineman have interviewed on company to perform the study and are waiting for the price.

Mr. Steinmetz has called a company to fix the parking lot problem which will be taken care of Monday.

## **Trustee Barclay**

### **Grants**

- This year, the LGRMIF will distribute \$4.59 million to support 136 grant projects that will address a wide variety of archives and records management needs in New York's local governments. Funded projects include many focused on electronic records, as well as those to expand access to historical records and to increase use of records in the classroom. The project Ray and I have put together for applying for this grant includes: preservation of historic materials and documents (this includes all permanent records), copies of historic materials for display/exhibit purposes, lecture purposes, making materials available to students for research and DBQ's (required performance markers), preservation and storage of village maps, digitalization of documents and photographs, stipend for temporary clerk, display cabinet. A conference call with Tom Lajewski (O'Connell and Assoc), Cortney, Ken S, Ray MacConnell, and me was held on Dec 11 to discuss the project and to begin the process. The application is tentatively due Feb 2013.
- I received an email stating that the awards announcement for the Main Street Grants has been further delayed due to the repercussions of Hurricane Sandy. I will continue to update you as information comes in.
- The EDA Public Works and Economic Adjustment Assistance grant information was investigated as a possible funding source for the Munger St drainage project, but the project does not meet the criteria necessary.

### **Emergency Preparedness Plan**

- Ken Steinmetz, and Tom Williamson and I will be meeting tomorrow (Dec 13) to complete updating the Village Emergency Preparedness Plan. I received emergency numbers and a vehicle list from the school district, Rene' and Ken S are completing the Medical Emergency list, Ken is completing the phone number updates. The plan is to have copies printed and sent to town office, fire department, school district, Genesee County Emergency Management Office. We would like to purchase red notebooks (25) for the plans for easy visibility.

### **Parks Master Plan Committee**

- Copies of the final draft will be discussed at tonight's meeting. I would like to work to make it possible to approve the document, have a resolution passed, and put the plan in place in January 2013. Thank you to Ken Steinmetz, Vicki Almquist, Coty Steinmetz, and Ken Steinmetz Jr. for the work contributed to the plan.

### **Plaque for Tally**

- I contacted Scott Gillette from American Custom Engraving Co. for an update; he is catching up with holiday orders and promises a proof for board approval by in January. We will need to consider a "ceremony" to install the plaque on the building.

### **Tree Lighting Celebration**

- I sent out thank you notes to the groups involved. It was a wonderful celebration!

### **Tree Board**

- I completed the recertification application for Tree City, Rene' will add the proclamation and mail it in. Out next meeting is Jan 15, 2013 at 9am

### **Town/Village Committee**

- I met with Joe Nenni and Belinda Grant on Dec. 3<sup>rd</sup>; we discussed the town garage (I relayed that the village board had decided to look at other options than the town garage and would not be pursuing using it), post office, comprehensive plan to be updated by the planning boards, I shared the updating of the Emergency Preparedness Plan, Parks Master Plan, tax exemption resolution (I

sent copies of the City of Batavia resolution), and the 200<sup>th</sup> Town of Bergen Anniversary. Next meeting is Feb 4, 2013 at 4pm.

### **200th Anniversary Committee**

Plans include a time capsule, tree dedication, t-shirts, parade, etc. The next meeting is Dec 17<sup>th</sup> 6pm

### **New Business**

None

### **Old Business**

#### **Tax Exemption Resolution**

The Board looked at the resolution for a local law that would make a tax exemption for residents that make improvements to their homes. A public hearing is scheduled for January 9<sup>th</sup> 2013.

#### **Parks Master Plan**

Trustee Barclay who led the committee to create the Parks Master Plan reviewed the plan with the board. She thanked the members of the committee, Vicki Almquist, Ken Steinmetz, Coty Steinmetz, and Kenny Steinmetz. The Board members thanked her for all her hard work. Mr. Gale was asked to create a resolution for the board to pass to except the plan.

A motion was made by enter executive session at 8:05pm by Trustee Morgante and seconded by Deputy Mayor Cooper to discuss Union Negotiations and Village Policies related to personnel issues. The motion was carried by the following vote:

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

A motion was made by Trustee Adams to exit executive session at 9:28pm and seconded by Trustee Morgante. The motion was carried by the following vote:

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

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

Deputy Mayor Cooper - aye  
Trustee Adams – aye

Trustee Barclay - aye  
Trustee Morgante - aye

The Meeting was adjourned at 9:30pm

Respectfully submitted,  
Cortney W. Gale  
Village Administrator