

**Regular Meeting
Of the Board of Trustees
Of the Village of Bergen at
7:00pm on August 13th 2014**

The regular meeting of the Board of Trustees was called to order by Mayor Barclay at 7:00pm with the following present:

Trustee Cooper
Trustee Morgante
Trustee VanEenwyk

Trustee Donovan was absent.

Also present were: Village Administrator Cortney Gale, DPW Supervisor Ken Steinmetz, Grace Gallivan and Norm Pawlak.

Approval of Bills

A motion to approve the bills was made by Trustee Morgante and seconded by Trustee Cooper. The motion was carried by a unanimous vote.

Approval of Minutes

A motion to approve the meeting minutes for July 23rd 2014 was made by Trustee VanEenwyk and seconded by Trustee Cooper. The motion was carried by a unanimous vote.

Mayor's Report

Fire Department

- Fire Department received a grant from the Assistance to Firefighter program through Homeland Security. The grant was for \$65,000 and will be used to replace the current SCBA fill station at the fire hall. The current one was provided as part of the original deal with Monroe County when they opened the land fill. Since the unit was installed the fire department has switched from 2216 psi air cylinders to 4500 psi cylinders. These new cylinders provide a lower profile and less weight for today's firefighters. The current unit has struggled to fill the new bottles and because of that the fire department has experienced increased maintenance costs.

Grants

- I have completed and submitted the questionnaire and paperwork to DASNY (Dormitory Authority State of New York) who will be administering the \$50,000 grant (Senior Fitness Trail). The fitness equipment has been ordered.
- A contract has been signed with Urban Forestry LLC out of Palmyra to complete a Tree Inventory and to develop a Tree Management Program for the village. The work will be completed by the end of October 2014.
- I am proud to announce that we have received the LGRMIF Record Archive Grant for \$14,048. This will enable us to preserve our historic materials.

Tulley Mural

- Donations received for the mural from local businesses and organizations thus far total \$5350. The names of contributors will be part of the mural (scroll or plaque).

- Chip Miller is working on adding detail to the overall design, and receiving positive comments! The work is on schedule to be completed in September.

Electric Service

- The NYMPA attorney responded to our questions concerning customer costs for the electric service at 8073 Clinton St Rd. I informed the customer that a cost of \$7000 is due the village, a letter was sent as follow-up.

Local Laws and Resolutions

- I have completed indexing the village local laws and resolutions from 1946 to present.

CPC

- I have been working with Norm Pawlak and Vickie Almquist (committee co-chairs) to develop the Request for Proposals (RFP) which will be presented to the board for approval. After both the town and village boards approve the RFP draft, it will be published to request consultant proposals to continue the work of updating the comprehensive plan.

5K Race

- Approximately 400 runners participated in the Bergen 5K Road Race August 9; thank you to Eric Boyce for organizing the event, for Ken and Joe for preparing the course, and for all the volunteers there to help make it a successful event!

RGE

- I made a call to RGE concerning the gas smell frequently noticed on the south corner of Main St and Buffalo St. They came out within the hour, they determined a slow leak in the valve under the sidewalk cap and repaired it.
- Due to the difficulty in contacting the building owners for access to the basements for testing, a list is being composed for building contacts in case of emergency.

Park Committee/Tree Board

- The meeting on Monday, August 11, was at the disc golf course in Churchville; Doug McGiver gave us an overview of the game of disc golf, then demonstrated a 9 hole game.
- We will be putting a plan together for a clinic to be held in the spring.

CSX

- I have contacted CSX twice in the last week for trains blocking the crossing for extended periods of time. Each time the reason given is problems with the air brakes.

Administrator's

Electric/Sewer

- Electric bills are due August 11th and Sewer bills are due September 2nd.

Property/ Sales Tax

- Property taxes continue to come in slowly, to date we have received \$280,977.88 which includes \$799.83 in late penalties.
- The Village received 2nd quarterly sales tax revenue from the county in the amount of \$66,862. Last year we received \$65,447.75.

Web Portal Payments

- Should we consider removing the \$2 fee to use our online payment portal?
- The \$2 charge covers the cost that the company charges us when the customer makes a payment but not the monthly service charge. We have lost half of our initial users due to the fee.
- In the month of May there were 48 online payments made in the amount of \$10,231.52. The total cost to the village was \$188.70, including \$60.00 in standard fees.

Accounting

- We are continuing to work on wrapping up the 2013-2014 fiscal years.
- Bob Fox and Brent Jensen will be in the office on Monday August 18th for audit work. We will begin inputting information into the State's Annual Update Document program online.
- Work Orders, Monthly Journal Entries, Account Transfers, Bank Reconciliations, as well as State and Federal Reports have been completed on time and in good order.

Cell Tower Proposal

- Mayor Barclay signed and sent the agreement to extend the lease with Crown Castle. Their representative, Linda Tomporowski, is working to prepare the lease documents which should be arriving soon.
- Crown Castle has filed a lawsuit against the Town of Bergen contesting the property assessment. If they succeed in reducing the assessment it could cost the Village up to \$2,200 in revenue.

BEEP

- The last of the LED bulbs have been packed up, we need to order more magnets to put with it before we deliver them.
- \$975 has been given out in rebates to customers so far this year. There is currently \$31,721.82 in BEEP funds.

Miscellaneous

- Mayor Barclay, Barb Zinter & I are signed up for the New York Conference of Mayors (NYCOM) Fall Training School, September 15th-18th in Lake Placid. There's plenty of time to sign up if anyone else is interested. The tentative agenda has been published if anyone would like to review it I can print a copy or mail a copy.
- The MEUA annual meeting is September 9th through September 13th, Joe Chimino is attending as our delegate and member of the MEUA Executive Committee.
- The Presbyterian Church is hosting a sports camp in Hickory Park August 18-21st from 6pm-8pm.
- Rene will be attending the NYS Comptroller's Advanced Accounting School in Ogden October 28th – 30th.

DPW Supervisor's Report

- Chris was covering the plant the last week and a half and kept everything running smooth. Even with the heavy rains things ran well. I also had him hauling for Spencerport 2 days along with plant coverage. Thanks and good job.
- Munger Street paving went extremely well and the final course is done as well as the driveway aprons. We also planted five large trees to replace the old ones that were removed. The Town of Bergen will be working on shoulders this week and we will follow with topsoil and seed.
- New LED lights have been installed on Kaymar and Canterbury as well as Richmond Street. Joe and Nick helped Churchville with a power outage and a minor one here in the Village. They also assisted Akron and Castile.
- Our summer helper is working out well which has freed Kirk up to finish up some projects and work on the back rental area.

CEO/ZEO

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|--------------------------------------|----|
| Number of Inspections | 20 |
| Number of Building Permits Issued | 2 |
| Number of Building C.0 / C.0 Issued | 2 |
| Number of Zoning Complaints Filed | 0 |
| Number of Zoning Complaints Resolved | 0 |

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| Number of Stop Work Orders Issued | 0 |
| Number of Fire Inspections | 2 |

- Prepared community risk reduction form for the Bergen Fire Department this form is used for ISO (Insurance Services Office) possible community risk reduction insurance credit.
- Prepared and sent Notice and Order for 27 Leroy Street that compels the owner to complete the demolition and finalize the permit, he is claiming to have a financial hardship as to why he has been unable to complete.
- Lacy Katzen building is undergoing the required repairs and should be compliant by August 15, 2014

Privilege of the Floor

None

Trustee Concerns

Trustee Cooper – Talked to the Fire Department regarding training with CSX. They would be happy to work with CSX and would like the information to contact them. The Fire Department also held a vote to take steps in creating a fire district, the idea was turned down by membership.

Trustee Morgante – Would like to acknowledge Ken Steinmetz and the DPW crew for a great job on Munger Street, especially in the cost savings. He asked that they be publicly recognized in the Village newsletter.

New Business

OSHA Required Arc Flash Testing

Mayor Barclay discussed new OSHA requirements for Arc Flash testing for municipalities with electric companies. The requirements will be reviewed further to determine if it is necessary to test more than the electric substations.

Town/Village Joint Meeting

The next joint Town/Village Board meeting will be September 24th in the Village Hall at 7:30pm. Mayor Barclay asked if the Trustees had agenda items for the meeting that they contact her or Mr. Gale.

27 LeRoy Street

Mayor Barclay stated that Code Enforcement officer Ken Kuter requested that the Board grant him the authority to proceed on the Village's behalf with the steps necessary to bring legal action onto the owner of the property located at 27 LeRoy Street. After discussion the following motion and vote was made.

A motion was made by Mayor Barclay and seconded by Trustee Morgante to empower Mr. Kuter to pursue legal action on the owner of 27 LeRoy Street. The motion was carried by the following vote:

- Mayor Barclay - Aye
- Trustee Cooper - Aye
- Trustee Morgante - Aye

Trustee VanEenwyk - Aye

Procurement Policy Change – Best Value

Mr. Gale discussed with Board the “Best Value” policy that was approved by the Board by local law in 2013 and implementing it into the Village’s Procurement Policy. He also discussed changing the individuals who are allowed to approve expenditures to the Mayor, Administrator and DPW Supervisor. Mr. Gale asked that the change be approved by the board.

A motion was made by Trustee VanEenwyk and seconded by Trustee Morgante. The motion was carried by the following vote:

- Mayor Barclay - Aye
- Trustee Cooper - Aye
- Trustee Morgante - Aye
- Trustee VanEenwyk - Aye

Request for Proposal(RFP) – for Comprehensive Plan

Comprehensive Plan Committee Chairman Norman Pawlak and Mayor Barclay reviewed the proposed Request for Proposal (RFP) for a consultant with the Board. Question and concerns were addressed. Once the proposals are returned the board will vote to approve or decline the expenditure.

Bergen Fire Department Member Approval

A motion was made to approve Hunter Dobson as an active member of the Bergen Fire Department by Trustee Cooper and seconded by Trustee Morgante. The motion was carried by a unanimous vote.

Old Business

None

A motion was made by Trustee Morgante and seconded by Trustee Cooper to adjourn the meeting. The motion was carried by a unanimous vote:

- Mayor Barclay - Aye
- Trustee Cooper - Aye
- Trustee Morgante - Aye
- Trustee VanEenwyk - Aye

The meeting was adjourned at 8:36pm

Respectfully submitted,

Cortney W. Gale
Village Administrator