

**Regular Meeting  
Of the Board of Trustees  
Of the Village of Bergen at  
7:00pm on September 10<sup>th</sup> 2014**

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

Trustee Donovan  
Trustee Morgante  
Trustee VanEenwyk

Trustee Cooper was absent

Also present were: Village Administrator Cortney Gale, DPW Supervisor Ken Steinmetz, Grace Gallivan, Bob Fox and Ken Kuter.

**Approval of Bills**

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

**Approval of Minutes**

A motion to approve the meeting minutes of August 27<sup>th</sup> 2014 was made by Trustee Donovan and seconded by Trustee VanEenwyk. The motion was carried by the following vote:

Mayor Barclay - aye  
Trustee Donovan - aye  
Trustee VanEenwyk - aye

Trustee Morgante abstained.

**Mayor's Report**

**Town/Village joint Meeting**

- The agenda for the joint meeting (September 24) includes Legislator Bob Bausch, CPC update, EMS report, and Fire Department update at this time.
- Don Cunningham and I met to discuss items for the meeting, and updates on village/town topics.

**Bonduelle Property**

- Cortney and I met with Gary Cratt from Bonduelle to discuss the specifics for the purchase of the property on which the electric building and transfer station sit (Church St) extending to Swamp Road. We are working on a proposal for the property purchase.

**Grants**

- Lisa Campbell has agreed to continue her work as temporary clerk for the Archive Grant.
- Cortney, Ray, and I met with Gail Fisher (Regional Advisory Officer) to set up training which will be here on Sept 22.
- I have ordered a new map cabinet which will be purchased through the grant.
- Go-Art has requested final project forms to be completed which I am working on.

- The Senior Activity materials \$40,262, concrete slab installation \$5400, and equipment installation \$4338 are covered by the \$50,000 grant award.

#### **Brush Pick-up Tags**

- In order to clarify any concerns about materials we can and cannot pick up during regular scheduled 2<sup>nd</sup> and 4<sup>th</sup> Mondays, I have put together a tag that will be left for residents if materials put out are too large, in plastic bags, or the wrong type of materials.

#### **Tulley Mural**

- We have received additional donations of \$1200 to the Historic Mural Fund, bringing the total to \$6550. This leaves a balance of \$4710. The community has shown great support for the project
- I am working with Scott Gillette at American Custom Engraving to develop a plaque that will mimic the scroll included in the mural. The names of the donors will be engraved on the plaque.
- A formal dedication for the mural will be planned for the spring.

#### **Electric Service**

- Cortney and I are continuing to work with the village attorney on this issue.

#### **CPC**

- The RFP for the consultant on the Comprehensive Plan Update has been published in the Batavia Daily News. Any inquiries will be coming through the village office.
- The CPC met on Monday, Sept 8 to discuss specific completed sections of the plan; existing conditions, population and housing trends. The next meeting will be Nov 3 at the town office.

#### **Draft Black Creek Watershed Management Plan (draft)**

- Kevin D., Ken S, and I attended the public hearing on Sept 3 at the Byron Fire Hall.
- Two concerns for the village noted in the plan were questioned by Ken and Kevin, and updated information will be noted in the document

#### **Tree Board/Park Committee**

- Our meeting was held on Sept 9<sup>th</sup>; the agenda included park updates, summer recreation program, and a disc golf clinic to be proposed for the 2015 park festival.

### **Administrator's**

#### **Electric/Sewer**

- Electric bills were due September 10<sup>th</sup>. There were no electric shut offs this month.
- The Public Service Commission has asked all municipalities who pay the 18a assessment to provide information regarding the collection of the fee through PPAC. Our reconciliation of funds collected is nearly complete.
- TW Telecomm is interested in putting their wires on some of our poles which will provide additional revenue. We have been working on updating our Pole Agreement template.

#### **Accounting**

- The AUD is complete and has been filed.
- The Public Service Commission (PSC) report is coming along well, with most information already input. We should be ready to send it out within a couple weeks.

#### **Rental Space**

- There has been quite a bit of interest in the available apartment. I have a good candidate who is ready to move in immediately. If I don't receive any more applications I will rent the apartment to her.
- There has been no interest shown in the business space at this time.

#### **Banking**

- Accounts at JP Morgan Chase have been closed and transferred to the Bank of Castile. The funds will remain in our main account and will be accounted for in ledgers. We will be able to move funds to those reserves with a journal entry.

### **Cell Tower Agreement**

- The contract for the Cell Tower Agreement Extension has been received. Village Attorney Kris Vurraro has reviewed the document and would like to change some of the wording. He will communicate the changes to me and Crown Castle.

### **Miscellaneous**

- The magnets are in and have been placed with the light bulbs to give away. We can start handing them out anytime.
- Mayor Barclay, Barb Zinter and I will be attending NYCOM's Fall Training School next week. We will be leaving Monday morning and will return Thursday evening. I will be available by phone, text or email.
- I purchased a portable PA system for events like the Christmas Tree Lighting Ceremony.

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

- Topsoil on Munger is finishing up this week and work on the Lifetrail system will begin next week. Mowing has not slowed down but is manageable. The back room is progressing and we have a few items to address in the back apt before renting.
- We experienced a brief power outage on Sunday morning due to a ground fault in one of the pedestals at the industrial park. Fortunately the crew was working and responded immediately. The ground fault caused the main breaker in the substation to trip and it also blew a fuse at the Rose Garden. Both of these were taken care of and the power was restored in about an hour.
- LED lighting was completed on Rochester Street and looks great.
- The plant has been running well but we had an issue with one of our automated valves. Odyssey Control is working with us to correct the problem.
- We are back on our 5 day schedule.
- Today we completed our Red Cross CPR/AED training and also had the Town Highway dept. join us to better utilize training opportunities

### **CEO/ZEO**

Ken Kuter was on hand to update the board on the issues in the Village. Mr. Kuter attended court with the Village Attorney to force work to be done on 27 Leroy Street. The owner was given a time period to complete work. Mr. Kuter has also been working with the owner of 25/27 N Lake Avenue, there has been no work to date that requires building permits.

### **Privilege of the Floor**

Grace Gallivan discussed the value of a summer recreation program in the Village and stated that she would be willing to help.

### **Trustee Concerns**

Trustee Donovan discussed the proposed changes to the Clean Water Act by the EPA and noted that Congress has taken action to stop the changes from being made.

### **New Business**

#### **2013-2014 Fiscal Year Review – Bob Fox**

Village Accountant Bob Fox was on hand to review the previous fiscal year. Mr. Fox stated that everything looks good financially. He also said that the new processes that have been put in place has made completing the required State reports easier and faster. The Annual Update Document is complete

and the Public Service Commission will be soon. He asked that the software for the accounting and billing systems be set up to communicate information and that electric inventory be done as close to May 31<sup>st</sup> 2015 as possible. Mayor Barclay thanked Mr. Fox and congratulated the office staff on their hard work.

**Old Business**

NONE

**Executive Session**

A motion was made by Trustee Donovan and seconded by Trustee VanEenwyk to enter executive session at 7:55pm to discuss possible litigation pertaining to electric infrastructure. The motion was passed by a unanimous vote.

A motion was made by Trustee Morgante and seconded by Trustee Donovan to exit executive session at 8:08pm. The motion was carried by a unanimous vote.

**Adjournment**

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

The meeting was adjourned at 8:09pm

Respectfully submitted,

Cortney W. Gale  
Village Administrator