

**Public Hearing & Regular Meeting
Of the Board of Trustees
Of the Village of Bergen at
6:45pm on January 14th 2015**

Mayor Barclay opened the public hearing regarding 38 North Lake Avenue at 6:45 pm. There were no residents in attendance.

The public hearing was closed at 7:00pm.

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 Donovan

Trustee Morgante and Trustee VanEenwyk were absent.

Also present were: Village Administrator Cortney Gale, DPW Supervisor Ken Steinmetz, CEO/ZEO Ken Kuter.

Approval of Bills

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

Approval of Minutes

The approval of the meeting minutes of December 10th was tabled. Trustee Cooper was not present at the meeting making him unable to approve said minutes, therefore there was not the three votes necessary to approve the minutes.

Mayor's Report

Grants

- The village was awarded a \$30,000 grant through the NY Clean Water State Revolving Fund program to be used for a Collection System Study project. The project will investigate groundwater Infiltration and propose corrective measures for the water collection system. Eric Weis, Cortney, Ken S and I met on Dec 6th to discuss the plans for the project.
- Urban Forestry Grant project update; the street tree inventory has been completed and the data loaded into the Urforian Manager database account. There are a total of 270 trees and 216 planting sites. There are several reports generated by the Urforian Manager account; a tree species distribution summary, the #'s of trees and planting sites by street and a list of trees and plantings by street blockside. This work includes a complete survey and record of all village owned trees, and a maintenance program with recommendations for possible removal of trees, pruning, and planting sites. The data will be provided on pdf map and inventory files along with tree risk assessment reports.

DPW Project Calendar

- Ken and I worked through the list of proposed work and projects for April through September 2015 and have put them on a calendar; this is a guideline. A similar calendar is in place for the office staff, and one will be available for the electric department at the next board meeting.

Planning and Zoning Boards

- F Rowsick has volunteered his services as zoning board chairperson as Rob VanEenwyk steps down from that position.
- The next training session will be January 21st at 7pm, the topic is Comprehensive Planning

Comprehensive Plan Committee

- On January 5th, the committee met with Labella consultants to discuss the schedule and public outreach plan as the work on the project continues. A town/village survey is being prepared to be distributed to the residents of the town and village for their input.

Trash Pick-up

- Many options for refuse pick-up in the village are being investigated as Cortney and I meet with companies and municipalities. Most recently we have met with Boon and Sons, and the Town of Spencerport. We will likely survey the village residents for input on service preferences.

Meetings, Etc

- I have researched and completed an application to the APPA for recognition of Bergen Electric as a Century Award nominee; to be eligible, a public power utility must have served its consumers and community continuously for 100 years. Bergen Electric began distributing to customers in 1909.
- Trustee VanEenwyk and I have been planning a trial summer recreation program for July; it would be for a week at no charge to children 5 and older.
- Parks Committee/Tree Board – We met Tuesday January 13th; we are putting together plans for CAD (May 16), a community garden presentation for Feb 9th, and a spring newsletter. We welcomed Jason Bestas a new member of the committee.
- Meeting with Sam Campanella on Dec. 30th to prepare for business workshop.
- Kevin and I attended the GAM (Genesee County Municipalities) meeting on Dec 18th; Missy Mortimar-Marsocci spoke on behalf of Genesee Urgent Care in Batavia.
- Business owners have been invited to a meeting on January 27th as a follow-up to the workshop Cortney and I attended in Mt Morris in Oct. “How to build a Destination Business”. Sam Campanella SBDC Certified Business Advisor GCEDC will speak to the group on services provided by the Small Business Development Center.

Administrator’s

Electric

- Electric bills were due January 12th. There were no shutoffs this month, although one residence could have been, but it has been too cold.
- The collection agency we use, Outsource, has been successful lately. We’ve received \$1,084.35 this month.
- Rene, Barb, Nick, Joe and I participated in an online demonstration of an Inventory/Work Order system. We will be going to Spencerport to see theirs, and talking with CYMA to see if they have a program available to add to our accounting software.
- I’ve been working with the PSC to ensure that BEEP is in compliance. Everything looks good so far.
- Continuing to work on a Storm and Inventory Policy with Spencerport.
- Joe Chimino plans to retire in March of 2019. Nick asked the Board consider hiring a new lineman so that person would be done with the four year lineman school and in place when Joe retires.

Legal Matters

- There are no updates on legal matters since December; the village attorney is working to find resolutions on the issues.

Gross Receipt Tax

- The Mayor and I received information about the Gross Receipt Tax at the NYCOM Legislative Priorities meeting. The Village has the ability to impose a 1% tax on gross income on all utilities operating in the

Village. We will continue to investigate to see how much revenue it would generate and how it would affect our residents.

2015-2016 Budgets

- We should schedule a work session to go over the budget; the only item that is still unclear is the refuse contract.
- Nick and Joe have given me the information on projects they hope to complete in 2015-2016. I'm waiting on the depreciation figures from Bob Fox then the electric budget will be complete as well. I would like the Board to review all three budgets at the same time so we can pass them together.
- Entered fuel usage for 2013 into a spreadsheet for every vehicle and piece of equipment to determine if we are billing each fund properly. I determined that Electric should pay more and Sewer less. Sewer accounts for only 9% of fuel usage and is being charged for 20%.

Miscellaneous

- Training for the Automatic External Defibrillators (AED), is scheduled for January 22nd at 9:00am.
- Rene and I met with Bonduelle Plant Manager Jim Newcomb on Monday to help us determine if we are charging them the correct amount for sewer usage. It appears that we have been over charging them. We will adjust their bill for the next billing cycle; the adjustment will decrease revenue in the Sewer Fund by approximately \$5000 per year.
- NYCOM is hosting its Annual Winter Legislative Meeting February 8th-10th in Albany.

DPW Supervisor's Report

- After the holiday weeks and steady snows we are getting back to a routine. Our snow removal has been going extremely well and our Village roads and sidewalks look great. I want to thank the crew for the early mornings to keep our roads safe. We picked up Christmas trees twice. We also replaced the front plow edge and shoes on the Stirling.
- The lights and decorations are down and put away .Nick and Joe did their mandatory training and meter reading. Monday Churchville will be assisting us pulling new wire on Hunter Street.
- The plant is running well and we have the 2 new actuators ordered. We completed a couple of plumbing repairs in the grinder room.
- The Tulley building business space is nearly complete. The painting is done and the ceiling and lights will be complete by Friday.
- We received notification of a 30k grant award to investigate Inflow and Infiltration in our sewer system. We will be using the funds to evaluate our manholes, lift stations and septic tanks for problems and areas we can improve to reduce the amount of excess water getting into the sanitary sewer system. We are planning to use smoke testing, push camera and flow metering to assess where we need to concentrate our efforts and achieve the greatest impact on our system.
- Will be on vacation the week of February 2nd during which time Joe Chimino will be monitoring road conditions for snow plowing.

CEO/ZEO

Number of Inspections	9
Number of Building Permits Issued	0
Number of Building C.O / C.O Issued	1
Number of Zoning Complaints Filed	1
Number of Zoning Complaints Resolved	0
Number of Stop Work Orders Issued	0
Number of Fire Inspections	3

- Issued Appearance ticket to the Town of Bergen Court due to no response from sent violation notice @

21 South Lake Ave due to numerous unlicensed motor vehicles on the property.

- Completed and submitted the Department of State Uniform Code Administration and Enforcement Report.

Historian Report

My first search was on the electric department. My uncle George MacConnell was the director of it for years. Some info was found, but no definitive answer on his years of service were found. I have completed a window sign of the TONE family. Franchot Tone was the son of a Bergenite. Fran was a movie star in silent and talkie films. I will be giving my talk on Outhouses in the Village of Bergen on Jan 21 at the Spencerport Senior Center. On Jan 23 , I will be attending a conference in Batavia at the county historical offices. On Jan 28, I will be leaving for Florida, with my brother, for the entire month of February.

Privilege of the Floor

None

Trustee Concerns

None

New Business

Waste Water Treatment Plant Construction Funds

The board discussed how to use the remaining funds from the Waste Water Treatment Plant construction funds. Mr. Steinmetz suggested a number of upgrades and repairs to the waste water system, including a generator for the Gibson Place lift station, and adding the ability to treat phosphorus to the plant.

Engineering Planning Grant

See Mr. Steinmetz's report.

Workers Compensation Coverage

Mr. Gale presented the board a quote from Hawley Genesee insurance agency for additional Workers Compensation coverage. The board will review the quote.

Old Business

Amendment to Resolution 11 of 2014

A motion was made by Mayor Barclay and seconded by Trustee Cooper to amend Resolution 11 of 2014 "*RESOLUTION ORDERING REPAIR OR REMOVAL OF STRUCTURES OWNED BY JAMES MULVEY SITUATED AT 38 NORTH LAKE AVENUE*" to add "*secure and make safe*" to "*repair or remove*" as options for bringing the structure to compliance. The motion was passed by a unanimous vote.

Brush Policy

Mayor Barclay presented the board with a brush policy for their review that would address the misuse of the Village's brush removal program.

Parking

Mr. Stienmetz spoke about the difficulties of snow plowing when residents are parked on the street. He proposed that the parking restrictions be changed to restrict parking on the streets within the village from 2:00am to 7:00am year around.

Adjournment

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

The meeting was adjourned at 8:12pm

Respectfully submitted,

Cortney W. Gale
Village Administrator