

**Regular Meeting  
Of the Board of Trustees  
Of the Village of Bergen at  
7:00pm on February 10<sup>th</sup> 2016**

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 Fedele  
Trustee VanEenwyk

Also present were: Village Administrator Cortney Gale.

**Approval of Bills**

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

**Approval of Minutes**

A motion to approve the meeting minutes of January 27<sup>th</sup> 2016 was made by Trustee Fedele and seconded by Trustee Donovan. The motion was carried by a unanimous vote:

**Mayor's Report**

**Grants**

- The application for the summer recreation program ( NYS Office for Children and Family Services) was completed and mailed out. Thank you to Emily for your help. Notification of funding awards will come in April.
- Cortney and I had a conference call with Rick Houser, and have prepared and sent information on the village buildings that will be included in the work of In Site Architecture for the Main Street Tech grant. The firm has set up meetings with the building owners to begin the process of sketches and building opportunities. A survey has been sent to the village board, planning board, town board, park committee, etc. for input on the buildings and the program.
- I am researching grant opportunities for the redevelopment and reuse of the old water building. Volunteers have stepped forward to work on sketches for the building exterior, and construction related input.
- We received a letter from the Preservation League of NY that the Bergen Downtown Business District was a "strong nomination " for the Seven to Save designation, but was not selected.

**Comprehensive Plan Committee**

- The committee (Norm Pawlak, Gary Fink, Dave Henry, Bill Woodruff, Gary Fink, Kevin Donovan, Vickie Almquist, Felipe Oltramari , Barb Johnson, and myself) met on February 1<sup>st</sup> and February 8<sup>th</sup> to complete the review of the plan draft. The updates and corrections will now be written into the plan. We will meet again on March 7<sup>th</sup> for any final adjustments, the draft will be sent to the town and village boards for review before the March 22<sup>nd</sup> joint meeting. A presentation will be made to the boards at that meeting, and then a public hearing will be held April 21<sup>st</sup>.

- We will be holding a candidate forum at the February 15<sup>th</sup> BBCA meeting for those running for the two village trustee positions. The group is accepting reservations for a table at the Chamber of Commerce Recognition Dinner March 5<sup>th</sup>. Barry Miller will be recognized posthumously as Geneseean of the Year.

#### **MEUA (Electric)**

- Joe Chimino, Cortney, and I met with Rachael Tabela and Chris Suozzi to discuss a path forward in securing additional electric allocation for the village. We are continuing to work toward this goal and have a strategy in place.

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

- We met on February 3<sup>rd</sup> to discuss and plan for spring. The community garden information will be published in the next newsletter, a spring walk is being planned for April 23<sup>rd</sup> to recognize Earth Day, plans are being made for park signs, trail map, and the Walkability Draft is being updated. Next meeting is March 2<sup>nd</sup>, 7pm.

#### **Fire Department**

- The new ambulance arrived at the fire hall.
- An application for a grant to replace the tanker, which is 27 years old) has been submitted.
- The following information was sent by the Fire Department as to upcoming Memorial Ceremonies for Barry Miller;
  1. NYS EMS memorial Tuesday, 5/17/16 Albany, NY.
  2. National EMS Memorial. Saturday, 5/21/16 Washington, DC
  3. NYS Fallen Firefighters Memorial, Tuesday, 10/4/16 Albany, NY
  4. National Fallen Firefighters Memorial Sunday, 10/9/16 Emmitsburg, MD

### **Administrator's**

#### **Electric**

- Electric bills are due today. There were no shutoffs this month, however we placed four red "Final Notice" tags. They have until tomorrow to pay.
- The Mayor, Joe Chimino and I met with Racheal Tabela and Chris Suozzi at their offices in Batavia on Friday February 5th. We discussed our Hydro electric allocation, Tax abatement for the downtown area and the Liberty Pumps PIF agreement. We came away with some very good ideas and action items. We are making good progress.
- The survey is underway for the purchase of the Bonduelle property. Once they complete the map they put together information from the county regarding the parcels for the subdivision.

#### **Office**

- Panic buttons were installed in the office Monday morning. The sliding glass window is being made now and will be installed in the next couple weeks.

#### **Election**

- I did not receive any Independent Nominating Petitions for individuals who want to run for office in the March election by yesterday's deadline. At this point there are only two candidates, who were nominated from the Republican caucus, running for the two vacant offices.

#### **Budget**

- Sorry for postponing the last budget meeting. We are awaiting some information that is important for future projections and will fine tune the budget. Also, I wanted to consolidate some budget lines and move expenses like credit card processing fees to a line that is more fitting as well as update general ledger descriptions.
- I created the budget making normal employee raise and position assumptions. To save making too many changes to the budget the Board should discuss this before I present the tentative budget, which is a part of the reason Mayor Barclay called for executive session.

- The good news is that scrutinizing the budget the Mayor and I will not be suggesting a tax increase this year. With most expenses continuing to rise, sales tax revenue falling, and our property tax base stagnant, we can stay level due to another decrease in state retirement contributions and a smaller than average increase in health insurance costs.

#### **Sewer**

- Sewer bills were sent out on February 1<sup>st</sup> and are due on March 1<sup>st</sup> and as a reminder it will be the last bill before arrears are sent (April 30<sup>th</sup>) to the county to be placed on their Village tax bill.

#### **Miscellaneous**

- The public hearing for the Time Warner Cable franchise agreement is scheduled for Wednesday February 24<sup>th</sup> at 6:45pm.
- Mayor Barclay, Mr. Zawodzinski and I are meeting with Eric Wies from Clark Patterson Lee about the Engineering Grant, Phosphorus Treatment Grant and upgrades to the computer system at the Waste Water Treatment plant on February 17<sup>th</sup> at 9:00am.
- InSite Architecture was awarded the contract to facilitate the Architectural Design Grant. They have begun contacting and meeting with property owners. InSite will also help us create design guidelines for the downtown area.
- Congratulations to Matt Sluberski and his girlfriend Christie on the birth of their daughter Paisley on Sunday.

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

#### **WWTP**

- All is well at the waste water treatment plant. Phosphorous treatment continues. Chris and Bruce attended a continuing education workshop and have been out getting GPS coordinates on the entire village septic tanks for GIS mapping.

#### **Electric**

- The linemen have been working on phase tagging all the transformers in the village.

#### **DPW and Parks**

- We continue working on the Blue building in Hartland Park. We continue to work on the 2016-2017 budget and reducing the overall general budget.

### **CEO/ZEO**

12 inspections were completed, 2 Certificates of Occupancy, and 2 fire inspections were completed. MHL Performance located at 26 North Ave has passed fire and safety inspection and is now open for business.

### **Privilege of the Floor**

None

### **Trustee Concerns**

**Trustee Cooper** asked if Vickie Almquist is elected to the Board of Trustees who would become the Planning Board Chairman. Mayor Barclay stated that Rene Vurraro would be a great candidate as she is willing take the position.

### **New Business**

#### **Fire Department Financial Needs**

Mayor Barclay discussed an email she received from Bergen Fire Department President Eric Wies regarding a financial review the department commissioned.

### Old Business

#### **Employee Handbook – Change Proposal**

Mr. Gale presented proposed changes to the Employee Handbook. The Board discussed the changes and made edits. Mr. Gale will bring the update to the next meeting for approval.

### Executive Session

Mayor Barclay requested the Board enter into executive session to discuss employee matters. A motion was made by Trustee Cooper and seconded by Trustee VanEenwyk to enter executive session at 7:45pm. The motion was carried by a unanimous vote.

A motion was made by Trustee VanEenwyk and seconded by Trustee Fedele to exit executive session at 8:40pm. The motion was carried by a unanimous vote.

#### **Making Deputy Treasurer Position Full Time**

A motion was made by Trustee Cooper and seconded by Trustee Fedele to make the position of Deputy Treasurer full time as of June 1<sup>st</sup> 2016. The motion was carried by the following vote:

Trustee Cooper - aye  
Trustee Donovan - abstain  
Trustee Fedele - aye  
Trustee VanEenwyk - aye

#### **Adjournment**

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

The meeting was adjourned at 8:41pm

Respectfully submitted,

Cortney W. Gale  
Village Administrator