

**Regular Meeting
Of the Board of Trustees
Of the Village of Bergen at
7:00pm on November 9th 2016**

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

Trustee Almquist
Trustee Donovan
Trustee Fedele
Trustee VanEenwyk

Also present was: Village Administrator Cortney Gale

Approval of Bills

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

Approval of Minutes

A motion to approve the meeting minutes of October 26th 2016 was made by Trustee VanEenwyk and seconded by Trustee Fedele. The motion was carried by a unanimous vote:

Mayor's Report

Grants

- Notification of the grant cycle for the LGRMIF applications has been received. Applications must be submitted by 5:00 PM on Tuesday, January 17, 2017. I will review the last application to determine where we can improve our project and resubmit.
- We received letters of support from the BBCA, Assemblyman Hawley, Legislator Bausch for the DOT TAP grant for new sidewalks.

Annual Tree Lighting

- All but 1 of the 25 potted trees for the Tree Lighting event has been reserved for decorating; Bonduelle is graciously covering the cost. All other arrangements are coming together.

Sage Pavilion/WWTP Building

- Roof work has been completed, tubing for radiant heat has been installed in the floor on Sage Pavilion.
- WWTP building – insulation should be completed by November 18, followed by electric installations.

Park Committee

- Our meeting was held on Nov. 2nd with guest speaker Mike Glazier (I.S.A. certified arborist) who spoke to us about tree plantings for the village Tree Planting Program. He provided a tree list recommended for roadway plantings, offered to hold workshops for our DPW on planting trees, chainsaw safety. We discussed ways the village and his students could work together in the village planting trees and participating in CAD.
- We are continuing to investigate details of a Farmer's Market in the village; a possible location being the front pavilion at Hickory Park allowing for parking close by, evening rather than early hours.

Other meetings attended, Etc.

- Thank you for the board sponsorship to Leadership Genesee; my interview was Friday, November 4th for acceptance into the program.
- On November 7, Supervisor Cunningham, Legislator Bausch, Cortney and I met to discuss concerns surrounding possible changes to the Sales Tax Agreement. A resolution was passed by the Ways and Means Committee that allows changes to the agreement after 3/1/18. The resolution will be presented to the Legislature for approval.
- On November 8th, Cortney and I met with ABC representatives from Leroy and the GCEDC concerning the \$9500 in awards funds from the competition to determine how best to use the funds within the requirements of the award. A “soft skills” program has been proposed for development by teachers to be implemented in the Leroy and Byron-Bergen school districts, and possibly others.
- Cortney and I worked on updating village policies discussed at the last meeting.

Administrator’s**Electric**

- Electric bills are due November 15th.
- Sewer bills were sent out on November 1st and are due November 30th.
- All three Linemen are attending the MEUA Engineering Workshop in Syracuse today.
- We received an email from NYMPA regarding the Renewable Energy Credits. The plan was not very well thought out as NYSERDA announced that it only has 9% of the energy available that is needed to comply with the Governors plan. At this point they still haven’t announced what the cost is going to be and it’s supposed to go into effect January 1st.

Accounting

- The Annual Update Document has been submitted! We are currently working on the annual Public Service Commission report.
- We are meeting with Bob Fox and Brent Jensen from our accounting firm, EFPR Solutions on Thursday at 9:00am to discuss the audit and how the closing process went.
- Barb closed the 2015-2016 fiscal year yesterday. Bob will attend a meeting soon to review the information. The bottom line is we didn’t have the best year but we did, OK.
- Barb is also working on bank reconciliations now that the year is closed.

Miscellaneous

- I received all three fire contracts. The Town of Bergen had their public hearing last night, and approved their contract. When the Mayor signs them they will be in affect at which time I’ll distribute copies to the respective parties.
- Traffic on our payment portal continues to increase. There have been 40 transactions on our utility payment portal in the last two weeks, 27 just this month. We’ve received 30 electronic checks through the FIS system (people paying through their banks online system). On November 3rd we received \$282,534.73 in payments through electronic means.
- Two quotes were received for cameras in the park and they were WAY too high, between \$16,000 and \$23,000. We are investigating other options.
- I’ve been fine tuning the 2017-2018 budget. The one major missing piece is that I will not know the 2018 health insurance numbers until we agree on the union contract. But I estimated based off last year’s increase. Also, since the previous fiscal year was closed I have input those numbers as prior year actuals.

DPW Supervisor's Report

WWTP

- The new building and pre-aeration buildings are just about complete, insulation installation started this week and should be completed by the end of next week. The garage doors will be installed and boiler for radiant installed for completion. The screen for the composting operation was delivered today; Genesee County picked it up for us with their lowboy. No issues with treatment at this time.

Electric

- The linemen have been installing new transformers; a lineman from Holley came over to get some training installing transformers. They are attending the MEUA Engineering conference Wednesday and Thursday of this week.

DPW and Parks

- The Sage Pavilion work continuing. The roof has been completed, the basements filled with milling and flow able fill and about two thirds of the radiant heat tubing is installed. The construction is complete of the new door for the women's room as well as widening of the door for the men's room. Concrete is poured in the bathroom area and half of the main room, the remainder of the main room concrete will be poured tomorrow and the meeting area and vestibule will be poured next week. The gas line has been installed up to the right of way and the contractor for RG & E will complete the hook up soon. The new windows for the sage Pavilion are in and will be installed when the WWTP work is complete. Churchville came over and helped with digging the trench. Debris and leaf pick up will continue until all of the leaves have fallen and can be picked up.

Privilege of the Floor

None

Trustee Concerns

Trustee Almquist – Talked to Officer Delong regarding legal proceeding for the vandalism in Hickory Park.

Trustee Donovan – Inquired about cost of chemicals for sewer plant and asked if we discussed doing an inventory of the DPW with the employees.

Trustee Fedele – Asked about the spending on projects and feels that overall spending is high.

Trustee VanEenwyk – Inquired about the DOT grant for sidewalks and if the documents request sidewalks on both sides of Parkview Drive.

New Business

Flag Policy

A motion was made by Trustee Fedele and seconded by Trustee Almquist to adopt the New York State Office of General Services Flag Policy as the policy of the village. The motion was carried by a unanimous vote.

Old Business

Village Policy Review

The Board reviewed changes agreed upon at the last meeting and made further changes to the Employee Handbook.

A motion was made by Trustee Donovan and seconded by Trustee VanEenwyk to approve the changes to the Employee Handbook. The motion was carried by a unanimous vote.

Comprehensive Plan Implementation Plan

The Board discussed the Implementation plan and who should be part of the committee. Mayor Barclay and Trustee Almquist met with Norm Pawlak to discuss a plan that Mr. Pawlak devised to track progress.

Adjournment

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

The meeting was adjourned at 8:10pm

Respectfully submitted,

Cortney W. Gale
Village Administrator