

**Regular Meeting  
Of the Board of Trustees  
Of the Village of Bergen at  
7:00pm on December 14<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 Almquist  
Trustee Fedele  
Trustee VanEenwyk

Trustee Donovan was absent

Also present were: Village Administrator Cortney Gale and DPW Supervisor Gary Zawodzinski.

**Approval of Bills**

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

**Approval of Minutes**

A motion to approve the meeting minutes of November 30<sup>th</sup> was made by Trustee VanEenwyk and seconded by Trustee Almquist. The motion was carried by a unanimous vote.

**Mayor's Report**

**Annual Tree Lighting**

- The celebration was held in Ward Park on Monday December 5<sup>th</sup> after postponement due to high wind on Friday. The Clauses rode in on the back of the village truck accompanied by many carolers. A great number of folks attended the annual event; listened to music, made ornaments, decorated cookies, enjoyed hot chocolate and cookies, family and friends. Thank you to everyone who helped make this possible, and to everyone who attended.

**Grants**

- I have completed and submitted an application for funding assistance to the Genesee County Youth Bureau for the 2017 Summer Recreation Program. Total request of \$1000 will support counselor salaries and supplies for the program.
- We were turned down for funding for our Main Street Restoration Project proposal. Ed Flynn (Labella great writer who applied for us) has suggested we can meet with the ESDC (Empire State Development Council) to explore our options, and to check on how we scored for this application. I have been working on this project for over 12 years; will continue to look for options for us.

**Park Committee/Tree Board**

- I have completed and submitted the application for the 2016 Tree City Recognition, and am continuing work on the application for the 2016 Growth Award.

- Thank you to the members of the committee who attended Tree Lighting who served hot cocoa and cookies.

#### **Other meetings attended, Etc.**

- Anne Sapienza, Joe Nenni, and I met to complete the BBCA meeting on November 28 (postponed due to weather); the group worked on preparing the postcard mailings to town and village residents for information to be included in the 2017-18 Bergen Directory.
- On December 1<sup>st</sup> I attended the graduation ceremony for Leadership Genesee held at Terry Hills in Batavia.
- Norm Pawlak and I have put a tentative plan together for the Comprehensive Plan Implementation Committee. We would like to have a meeting with the committee before January 8<sup>th</sup> if possible.
- Thank you to Trustee Fedele for attending the School Safety Audit
- I received a letter with a suggested proclamation from Nation School Choice Week commemorating January 22-28, 2017 as Bergen School Choice Week.
- I received a questionnaire for the USDA concerning the Town of Bergen Water District that I would like to review with the board.
- The meeting with Mark Boling, Kevin, and me concerning the Teamsters contract negotiations has been moved from January 11<sup>th</sup> to Jan. 18<sup>th</sup>.
- I have had several people express concerns to me about the light intensity of the new fire department sign and the possible safety hazard it could cause to drivers on curve of Route 19 . I spoke to Eric Wies, FD President, who has looked into the situation. He said that the problem should now be fixed, that adjustments have been made to dim the lights.

#### **Administrator's**

##### **Electric/Sewer**

- Electric bills were due yesterday and sewer bills were due November 30<sup>th</sup>. New electric bills will be mailed on December 22<sup>nd</sup> and are due January 12<sup>th</sup>.
- There is a special MEUA meeting on January 25<sup>th</sup> to discuss extending the hydroelectric contract and RECs/Zecs. I will be attending along with Joe Chimino and the Mayor. This is a very important meeting that could have a huge impact on us for many years to come.
- The utility payment portal is working finally. We ended up going with a different domain provider. Brian Becker will be converting the site over to the new provider. Usage continues to increase.
- The sale date for the bond for the sewer plant upgrades is January 5<sup>th</sup> 2017 at 11:00am. Information has been distributed to advertise the sale. The closing date for the \$325,000 bond is January 19<sup>th</sup>.

##### **Office/Accounting**

- We received the finalized financial statements and management letter from the accountants.
- Rene, Barb and I reviewed the financials that were provided by our accountants last meeting to pinpoint the decrease in cash on hand. Basically it comes down to the decrease in usage by residential customers and the increase in industrial. We receive a lesser return on our industrial customer than residential and commercial.
- The decrease in funds hurts our cash flow even more; we need to concentrate on building funds in the electric account. It will also be necessary to have a healthy fund balance when we go out to bond the electric substation in 3-5 years.
- Barb has completed the reconciliation for November and submitted all reports related to payroll, sales tax for electric was submitted today.

- We continue to receive HEAP payments for electric. Emergency HEAP is available January 4<sup>th</sup>. The payments really help decrease the number of customers on our shutoff list.

### **Miscellaneous**

- Rene has started a single plan health insurance plan effective December 1<sup>st</sup>. Chris Fay is changing his two person plan to a family plan, possible just temporarily.
- The Tree Lighting Ceremony went extremely well. I was pleasantly surprised by how many people came after the change of date. I've heard many positive comments.
- The office will be closed on December 23<sup>rd</sup>, December 26<sup>th</sup>, December 30<sup>th</sup>, January 2<sup>nd</sup> and a half day on December 22<sup>nd</sup>.
- We've been working to re-organize the office as you can see by the many boxes waiting to be taken to the archive room. Rene helped Gary organize the key box, eliminating many old keys. Next we'll work on the back closet and personnel file cabinet.
- I have received and responded to numerous FOIL requests; we have been getting them regularly from out of state organizations. They have been combined with thousands of other government agencies' records nationwide. Some government agencies use this information to negotiate cost savings. I would imagine the next step is for them to solicit us to use the database.

## **DPW Supervisor's Report**

### **WWTP**

All is well at the waste water treatment plant. Phosphorous treatment with Alum will start up in the next week or so, we hope to be able to achieve better results with the new reagent. The report for the flow testing has been delivered by Clark Patterson and this has been submitted to the grant agency. One of the three discharge pumps was rebuilt and reinstalled and another was then taken for motor reconditioning.

### **Electric**

The linemen have finished all transformer installation and are in the process of disposing of the old transformers. They did all the Christmas decorating and have helped out the Town of Byron with their Christmas decorations. They have been working at the Waste water plant installing electric and lights. We are into the snow season and with a few snowfalls under our belt they have helping with this as well. Last week they went to Holley and helped with tree trimming. They are preparing budgets for the new bucket truck that is scheduled next fiscal year with the board's approval.

### **DPW and Parks**

Leaf collection was a challenge this year as the trees did not shed their leaves until late and this was followed by snow fall. There are still some remaining piles left on McKenzie, Munger and Clinton, if we get a thaw the plan is to scoop them up when they are visible. Work continues on the Sage Pavilion, windows are installed and support beams have been erected in the main room. We are prepared for the snow season and plowing has already begun. We have ordered and received salt.

### **CEO/ZEO**

Number if Inspections	13
Number of Building Permits Issued	2
Number of Building CO/CC Issued	2
Number of Zoning Complaints Files	0
Number of Zoning Complaints Resolved	0
Number of Appearance Tickets Issued	0
Number of Fire Inspections	1

## **Privilege of the Floor**

None

**Trustee Concerns**

None

**New Business**

**Resolution 17 of 2016**

RESOLUTION NAMING JOE CHIMINO AS DELEGATE TO THE MEUA SPECIAL MEETING

WHEREAS, the Board of Trustees of the Village of Bergen, New York, is a municipal member of the Municipal Electric Utilities Association of New York State, and

WHEREAS, the Special Meeting of the Municipal Electric Utilities Association of New York State has been called on January 25, 2017 to be held at the Embassy Suites Hotel, 6646 Old Collamer Rd., East Syracuse, New York, 13057 and,

WHEREAS, in accordance with the bylaws of the Municipal Electric Utilities Association of New York State, each municipal member may cast one vote on each transaction properly brought before this meeting,

NOW THEREFORE BE IT RESOLVED, that Joe Chimino be and is hereby designated as the accredited delegate of the Village of Bergen, New York.

Moved by Trustee Fedele seconded by Trustee Almquist

The motion was carried by a unanimous vote

**Resolution 18 of 2016**

RESOLUTION APPROVING CONSOLIDATION OF VITAL REGISTRATION DISTRICTS  
BETWEEN THE TOWN OF BERGEN AND THE VILLAGE OF BERGEN

**Whereas**, the Town of Bergen has been assigned by New York State as Vital Statistics Registration District 1853, and the Village of Bergen has been assigned by New York State as Vital Statistics Registration District 1821, and

**Whereas**, the Town Clerk has requested the approval of the Town Board to formally consolidate the Town and Village into one primary registration district, namely the District of the Town of Bergen under Vital Statistics Registration District 1853, and

**Whereas**, the formal consolidation of the Registration Districts would benefit the public by eliminating questions as to which district records should be filed and not result in the loss of services to either municipality,

**NOW, therefore be it RESOLVED**, by the Board of Trustees of the Village of Bergen that consolidation of the Town and Village Registrar functions under the Town's registration number (Vital Registration District 1853) is approved, pending necessary approvals of all other required entities, including Village & Town of Bergen, Genesee County and New York State Department of Health.

**BEEP Insulation Program**

Mr. Gale discussed with the Board implementing an insulation program that would pay 25% of the cost of adding insulation to homes up to \$1,000. The Board agreed that it would be beneficial.

A motion was made by Trustee VanEenwyk and seconded by Trustee Fedele to implement the insulation program at 25% of the insulation cost up to \$1,000. The motion was carried by a unanimous vote.

### **School Safety Audit**

Trustee Fedele participated in the Byron-Bergen Central School Safety Audit and discussed with the Board the process and his experience.

### **USDA Water District Survey**

Mayor Barclay along with the Board's help completed a Water District Survey from USDA for the districts in the Town of Bergen.

### **Executive Session**

Mayor Barclay requested executive session to discuss pending union negotiations and employee matters. A motion was made by Trustee VanEenwyk and seconded by Trustee Fedele to enter executive session. The motion was carried by a unanimous vote. The Board entered executive session at 8:08pm.

A motion was made by Trustee VanEenwyk and seconded by Trustee Fedele to exit executive session. The motion was carried by a unanimous vote. The Board exited executive session at 9:25pm.

### **Adjournment**

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

The meeting was adjourned at 9:26pm

Respectfully submitted,

Cortney W. Gale  
Village Administrator