

**Regular Meeting
Of the Board of Trustees
Of the Village of Bergen at
7:00pm on January 13th 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, Ken Kuter and Nick Booher.

Approval of Bills

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

Approval of Minutes

A motion to approve the meeting minutes of December 9th 2015 as edited was made by Trustee Fedele and seconded by Trustee VanEenwyk. The motion was carried by a unanimous vote:

Mayor's Report

Tree Lighting

- Thank you notes on behalf of the community were sent to those who assisted in the event, a gift card was sent to the Clauses in appreciation for the great job they do for us.

Park Committee/Tree Board

- Plans for the year were discussed at the Jan. 6th meeting; topic included the summer rec program, park projects, tree lighting, disc golf tournament (2?), community garden, and how the Walkability recommendations can be implemented.
- The Village has received recognition as Tree City for 2015; this is the fifth year of recognition. We have also been awarded the Growth Award for 2015 which recognizes our increased dedication to the environment through the programs we have in place.
- The funding application for the summer rec program was received today; it will be completed when received.

CPC

- At the Jan 11th meeting, final draft reviews of the introduction, Land Use Overview, Natural Resources, and Farmland and Agriculture chapters were completed. We are hoping to complete the remaining chapters at the February 1st meeting.
- The plan forward is to have the Draft plan presented to the town and village boards at the March 22 joint meeting. All board members will receive a copy of the draft to preview by March 14th so that everyone would have the opportunity to prepare questions for the presentation. The boards would then have another week to submit questions, etc. to the committee. This would enable comments from the boards, and to have board members familiar with the document in preparation for public hearings in April.

ABC

- We received notification today that the Leroy-Bergen Economic Development Plan was not accepted as one to move to the next round of 15 communities.

Small Business Alliance

- I invited Lori Antonelli from the Suburban News to speak with the group about ad opportunities in the Westside paper. There will be a “Bergen – The Gem of Genesee County” page monthly highlighting Bergen businesses in the paper.

Grants

- Eric Wies, Cortney, Gary and I met on Jan 5th to review the data collected for the Engineering Planning Grant (drainage/infiltration); increases in flow match up to rain occurrences, but other increases need to be accounted for. Further meetings will take place.
- Cortney and I are working on implementing the procedures for the Main Street Tech Grant; an RFP has been sent for architect proposals.
- I'd be happy to meet and review the grant specifics.

Meetings

- Jan.5, 2016
 1. Continued discussion with Gates St property owner with respect to flooding issues on the property. Gary will check drain, grade of drain pipe, source of water to determine if there is village responsibility and possible solution to issue.
 2. Discussion with property owner on Spring St and possible expansion of KPW Manufacturing, concerns about property lines. Follow-up phone call with village attorney.
- January 8, 2016 – Cortney and I attended the FLREDC meeting. Rochester's economic development leaders were awarded \$500 million in state funds from Gov. Cuomo's Upstate Revitalization Initiative contest. On Friday, details were shared on how an organization can apply for some of that money. The money will be doled out \$100 million a year for the next five years. The Finger Lakes Regional Economic Development Council is in charge of determining which companies or social service projects get money. If a group plans on submitting an idea, it should closely dovetail the council's projected areas of growth — including optics, agriculture, next-generation manufacturing, workforce development, entrepreneurship or higher education.
- Jan. 12, 2016
 1. Cortney and I participated in a webinar for the Main Street Tech Grant; procedures were reviewed for the paperwork to be submitted.
 2. Met with Belinda Grant (Town Council) to discuss working together with the town on a proposal to improve Linear Park from Bergen to Churchville, and build a walking trail connecting the village to Linear Park. State monies are being made available for the purpose of trail building and improvements.
 3. Cortney and I met with Dick Rozzi from GP Land and Carpet to discuss carpeting for the village office. He has submitted a proposal for carpeting, old carpet removal, and installation

Administrator's**Electric**

- Electric bills were due yesterday, January 12th. There were a lower than usual amount of shut off notices (35) sent due to receipt of HEAP and Emergency HEAP payments from Genesee County. There were no shut offs this month.
- The Mayor, Joe Chimino and I along with Steve Hyde and Rachael Tabelski from Genesee County Economic Development will be presenting our case for more hydro electric power to the Municipal Electric Utility Association (MEUA) on January 21st in Syracuse. MEUA is negotiating with the New York Power Authority for an extension for the current power contract, now is the time to get something

changed to allow us to receive more inexpensive hydro electric power and we need MEUA behind us to fight for it.

- The issue we were having with cash flow has improved dramatically since we received payment from Bonduelle and our electric bills have been reduced due to them shutting down for the season.
- Old transformers were sold to Solomon Corporation and we received \$4,547.42
- We received the first installment of the Apple Tree Acres (Liberty Pumps) Pilot funds in the amount of \$24,931.

Office

- Barb is working on W-2s and 1099s, we updated the accounting software to have the latest data. She is aiming at having them done this Friday, January 15th. Law states they need to be completed and mailed by January 31st
- We should schedule a budget meeting for late January or early February. Once Gary and I have met and we have projects and employee hour allotments put together the tentative budget will be complete.
- I received a request from Crowne Castle, the company who owns the cell tower, to place Verizon on the tower. I sent the information to Kris Vurraro to review before permission is granted per our contract.

Sewer

- As I reported previously in my weekly update, NYMIR insurance approved our insurance claim for the Waste Water Treatment Plant in the amount of \$257,799.65 They have a few questions on the consultant costs and employee overtime which together totaled \$25,601.53, I've submitted the information they requested and should hear back from them in the next week or two about their decision.
- We should hear back soon if we'll get the additional funds. I would like to thank NYMIR and Rosalie Maguire from Lawley Genesee for working on the claim and giving serious consideration. The Phosphorus treatment equipment is in place and they are working to dial it in. Tests are being conducted and sent away to ensure we obtain the correct level of treatment per DEC rules.

Miscellaneous

- There two new businesses in Bergen. Vega is located at 15 N Lake Avenue; it is a gift shop and Reiki Center. MHL Performance moved into 26 N Lake Avenue; they sell parts for snowmobiles, motorcycles, and four wheelers.
- We received CHIPS funds in the amount of \$19,696.45 as well as an additional \$4,508.03 for the rough winter last year.
- 45 S. Lake Avenue has been turned over to the County and they plan on putting it on the market. Hopefully it will be occupied soon.

CEO/ZEO

Number of Inspections	10
Number of Building Permits Issued	2
Number of Building C.0 / C.0 Issued	2
Number of Zoning Complaints Filed	1
Number of Zoning Complaints Resolved	1
Number of Appearance Tickets Issued	0
Number of Fire Inspections	2

Completed and submitted Local Government Uniform Code Administration and Enforcement Report for reporting year 2015 .

Historian

Early December was spent reorganizing my office. I now have a 4 drawer file cabinet very full of historical files that were packed in boxes since I had been here. I am very grateful for the cabinet.

Much time was spent on the fight for a new town historian. I attended a town meeting where Derek Maxfield presented himself and I followed up with emails to the town board. A decision is to be made on January 4. I have great hopes!

I had a very enlightening phone call with Don Merrill in Michigan, of the North Bergen Merrills. He is to forward information on his records. I also learned about the ties between the Munger, Merrill and Reynolds (Mert Reynolds) families.

Lastly, I expect to walk through a cemetery in Fort Hill area this last week of 2015 with a genealogist, if we can get our schedules together. It is off Parmalee Rd. and at the top of a hill. It is very over grown, but last summer I had a man from Michigan looking for his great-great grandfather's grave which is in that cemetery. I hope to find it and take photos to send to him.

Privilege of the Floor

None

Trustee Concerns

Trustee Fedele said there was a concern about the sidewalk by 21 Clinton Street. It's in need of replacement.

Trustee Cooper asked if there was conversation with Village Engineer Eric Wies regarding the necessary upgrades to the computer system. Mayor Barclay and Mr. Gale stated that they met with Mr. Wies and they were unable to have the installation firm pay for the upgrades due to the agreement that was made several years ago for maintenance.

Trustee Donovan attending the last Genesee Associations of Municipalities meeting, Gina Bliss who is an accountant, discussed the importance of hiring fraud examiners to review municipalities.

New Business

Employee Security

The Board discussed employee safety and possible measures to secure the office as well as changes to the employee handbook. The topic was tabled until the next board meeting.

Amendment to Sandwich Board Law

The Board along with Code Enforcement Officer Ken Kuter discussed changes to the Sandwich Board local law that would allow businesses in the C-2 (downtown) business district who are not located on Lake Avenue to place a sign on Lake Avenue for advertisement purposes. A public hearing was scheduled for January 27th 2016 at 6:45pm in the Village Board Room.

Resolution 1 of 2016

RESOLUTION FOR ENGINEERING PLANNING GRANT

Authorizing the Mayor to Execute a Grant Agreement, Issuing a State Environmental Quality Review (SEQR) Determination and Authorizing the Commitment of Matching Funds for the Engineering Planning Grant (EPG)

WHEREAS, the Village of Bergen submitted an application for a 2013 Clean Water State Revolving Fund (CWSRF) Engineering Planning Grant through the New York State Consolidated Funding Application process on *July 30th, 2015*, for the project entitled "**Village of Bergen Wastewater Treatment Plant Phosphorus Deduction Engineering Study**"; and

WHEREAS, on December 9th, 2015 the Village of Bergen was awarded an Engineering Planning Grant in the amount of \$30,000 for this project; and

WHEREAS, the Engineering Planning Grant program requires the governing body of the municipality receiving the grant to authorize by resolution a designated representative to sign and execute the Grant Agreement; and

WHEREAS, the Engineering Planning Grant program also requires the governing body to authorize and appropriate a local match of at least 20% of the total project cost; and

WHEREAS, 6 NYCRR §617.5 (Title 6 of the New York Code of Rules and Regulations) under the State Environmental Quality Review Act (SEQR) provides that certain actions identified in subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law; and

NOW, THEREFORE BE IT:

RESOLVED that the Mayor, Anna Marie Barclay, is authorized to execute a Grant Agreement with the New York State Environmental Facilities Corporation and other contracts, documents and instruments necessary to bring about the project and to fulfill the Village of Bergen's obligations under the Engineering Planning Grant Agreement; and

RESOLVED that the Village of Bergen authorizes and appropriates the minimum 20% local match, or \$7,500, of the total estimated project cost of \$37,500, as required by the Engineering Planning Grant Program for the "Village of Bergen Wastewater Treatment Plant Phosphorus Deduction Engineering Study" project. Under the Engineering Planning Grant Program, this local match must be at least 20% of the total project cost. The maximum local share appropriated subject to any changes agreed to by the Mayor shall not exceed \$7,500 based upon a total estimated maximum project cost of \$37,500. The Mayor may direct and accomplish this local match through the use of in-kind services without further approval from this Board; and

RESOLVED that the Village of Bergen, based on a review by the Village Board of the list of Type II actions identified in 6 NYCRR Part 617, has determined this project to be a Type II action in accordance with 6 NYCRR Section 617.5(c) subparagraph (18) which states that engineering studies that do not commit the agency to undertake, fund or approve any Type I or Unlisted action are Type II actions and are therefore not subject to review under 6 NYCRR Part 617.

A motion was made by Trustee Donovan and seconded by Trustee VanEenwyk approve resolution 1 of 2016. The motion was carried by a unanimous vote:

Resolution 2 of 2016

**Designation of Polling Place
and Time for March 2016 General Village Elections**

WHEREAS the Village will hold regular elections in the year 2016 on March 15th for the positions of two trustees for a four year term each ending on March 31, 2020, and

WHEREAS the Village has a single election district,

IT IS HEREBY RESOLVED that the polling place will be the Village Hall, located in the Village Board Room at 11 North Lake Avenue for said elections, and

IT IS FURTHER RESOLVED that elections will be held from 12:00pm to 9:00 p.m. on said date.

A motion was made by Trustee VanEenwyk and seconded by Trustee Fedele to approve Resolution 02-2016 Designation of Polling Place for the March 15, 2016 General Village Election. The motion was carried a unanimous vote:

Resolution 3 of 2016

Setting of Election Inspector Commissions for March 2016 General Village Elections

WHEREAS the Village will hold regular elections in the year 2016 on March 15th thereof for the positions of two trustees for a four year term each ending on March 31, 2020, and

WHEREAS the Village has a single election district and requires four election inspectors, and

WHEREAS the Village Board of Trustees has selected, Grace Gallivan, Mary Ann Cooper, Connie Fiedler, and Virginia Adams as election inspectors, with Don Donnelley as a alternate, and

WHEREAS the Village Board of Trustees has selected Connie Fiedler as Chairperson, and

IT IS HEREBY RESOLVED that the election inspectors will be paid a fee of \$100.00.

A motion was made by Trustee Donovan and seconded by Trustee Fedele to approve Resolution 3 of 2016. The motion was carried a unanimous vote.

Shared Services Agreement with NYS DOT

Mayor Barclay shared information with the Board regarding a shared services agreement with DOT. DPW Supervisor Gary Zawodzinski signed and submitted the agreement.

Old Business

Vacant Building Local Law

The board discussed a local law that would require owners of vacant buildings to register the building as such and pay a fee. After lengthy discussion the board decided that such a law would not accomplished the desired effect and tabled the topic.

Adjournment

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

The meeting was adjourned at 9:05pm

Respectfully submitted,

Cortney W. Gale
Village Administrator