

**Budget Meeting & Regular Meeting
Of the Board of Trustees
Of the Village of Bergen at
6:00pm on March 9th 2016**

A Budget Meeting was held from 6:00pm to 7:00pm to review the tentative 2015-2016 budgets.

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, Grace Gallivan and Jay Grasso.

Approval of Bills

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

Approval of Minutes

A motion to approve the meeting minutes of February 24th 2016 was made by Trustee Cooper and seconded by Trustee Fedele. The motion was carried by a unanimous vote:

Mayor's Report

Grants

- I am continuing to work on the Document Conversion and Access through the LGRMF (Local Government Records Management Improvement Fund) for the purpose of scanning archived maps, planning drawings, as builds to convert to electronic copies. These copies will then be accessible for use, and will be linked to the GIS System through the county. The application is due March 14, 2016.
- Eileen George of Integrity Resources and Imaging Services, LLC met with Cortney and I March 1 to review the materials to be scanned in order to submit an estimate for the grant application budget.
- Work on the CFA Main Street Tech grant is ongoing.

Comprehensive Plan Committee

- We met on March 7th to finalize adjustment to the town and village comprehensive plan draft. Copies will be sent to members of the town and village boards for review before the March 22nd joint meeting where a brief presentation by the chairpersons will be made to the boards. Notices will be published and posters will be put up to announce the public hearing to be held April 21st at the Methodist Church hall.

Park Committee/Tree Board

- At the March 2nd meeting we continued to update the Village Walkability Plan, planned for the Trail Walk on April 23rd, two disc golf tournaments, and the Arbor Day tree planting to take place at the fire hall.
- Community Garden plots are being reserved through the village office.
- Next meeting – April 6th 7pm

Planning Board

- Members of the planning board, Cortney, and I attended the Site Plan Review session of the Spring 2016 Land Use Decision-Making Training Program at MCC on March 1st. The session was an excellent overview of site plan review, samples of site plans, how to work through the process of approval, what to look for, questions to ask, etc.

Meetings, Etc.

- Rural Development Loan Specialist Dawn Kuras met with Cortney and I on March 4th to discuss their loan and grant program, specifically for the purchase of a dump truck/plow truck. She shared with us the application process, and a listing of financing programs for community and economic development available through the USDA. We will find a means to distribute this information to the community.
- I attended the Genesee County Chamber of Commerce Dinner and Awards Ceremony on March 5, 2016 at the Clarion Hotel, Batavia. Bergen was well represented with award winners (Geneseeans of the Year Susie Boyce and Barry Miller – posthumously, small business of the year Guthrie-Heli Arc, Inc) and attendees .
- Jeff Smith (Municipal Solutions) met with Cortney and me to discuss financing options for the upcoming substation construction, a revenue anticipation note type loan, etc.
- Cortney and I have met with Ken Kuter and Gary Zawodzinski concerning the options for, and updates of the blue building. A building permit and engineered drawings are in process.

Administrator's

Electric

- Electric bills are due March 14th. There were no shut offs this month.
- I haven't heard anything back yet from MEUA or PSC about applying the ROE funds to the PPAC but our revised submission was accepted.
- We received a \$12,141.30 check from GCEDC for the payment on the PIF. This is in addition to the \$24,931 check we received last month.
- I talked with Tony Modafferi about village dissolution because there's been a village in the news lately that voted to dissolve. I wanted to get a definitive answer as to what would happen if a village with municipal electric was dissolved. He stated that the contracts that allow villages to operate as electric companies are between NYPA and the village, the contract would not transfer to a town. He further stated that creating a commission would not change anything as a commission is appointed by the Village and not a separate entity. Wellsville was seriously discussing dissolution until the citizens found out from NYPA that they would lose their municipal electric.

Office

- I have been working on the Constitutional Tax Limit form, Tax Cap and Tax Limit reports, as well as the Government Efficiency Report. All are due to the State by the end of April.
- Bank reconciliation for February was completed. Sales Tax payment and report is due by the end of the month.

- Barb participated in a Webinar today that reviewed common mistakes on the Annual Update Document.
- We started clearing out the filing cabinets in the office so they can be filed in the archive room.
- I contacted Jim Bouton from Genesee County Emergency Services who can create custom photo IDs for village employees.

Election

- Everything is set for the election. The election inspectors have been sworn in. I have not received any requests for absentee ballots. Voting is from 12:00pm to 9:00pm.

Miscellaneous

- The Mayor and I attended the GCEDC annual meeting on Friday March 4th. The CEO of the 1366 Technology was the Keynote speaker.
- I met with an insurance adjuster from NYMIR to make sure we are covered while we do the work and we are doing everything right to get insurance when we're done.
- We also met with Dawn Kuras of Rural Development on March 7th to discuss possible grant and loan opportunities for the purchase of a new dump truck. Dawn gave us a lot of information on programs they offer for the village and community.
- We met with Jeff Smith from Municipal Solutions yesterday to discuss financial options to assist us with our cash flow issues in Electric and funding for the Sub-Station. He had some great information for us that will help us with both issues.
- NYS Deferred Compensation came today to give a presentation about their retirement plan. It is available to all employees as well as elected officials.

DPW Supervisor's Report

WWTP

- Phosphorous treatment continues, we are now down to less than 1 ppm and this is the regulatory limit we need to achieve. We gave the approval to Veolia to start work on the upgrades and they are working diligently. I spoke with our Field representative, Karis Manning from the NYSDEC and she is pleased with our pilot study and results.

Electric

- The linemen have been working equipment and budgets. They are scheduled for an engineering seminar in March.

DPW and Parks

- We have been working on the "Blue Building" and are awaiting certified drawings from Clark Patterson Lee and a Building permit approval from our Building Inspector in order to complete further work inside the building. In the meantime we are attending to utility feeds outside the building, drainage and clean up.

CEO/ZEO

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

Will be attending FLBOA Education Conference March 14th thru 17th. Part of the conference have training updates and certifications for the new code cycles that will probably be enacted in the June or July timeframe.

Historian

The finished metal signs have arrived honoring Dr. Townsend and the Housel Bank from the Pomeroy Association for the Historical Society. They are sitting in the village office back hall if one wishes to view them. The village has volunteered to place them in the yards of the 2 recipients. At the same time another letter from a Dr. R.E. McLean of Maine was received. Two years ago he started writing to support the glorifying of Dr. Townsend and his great contributions to medicine in the Civil War. I returned to him a photograph of the new sign honoring Dr. Townsend. I hope this honor pleases Dr. McLean.

I gathered photos of Main Street building facades for Anna Marie for the study coming up. Then I worked with Cortney on an advertisement for the Village of Bergen EMS "Thank You" for future publication.

On Monday, February 29 I will speak to the Brockport Christian School children on "Bergen's Little Stinkers" a study of some of Bergen Village's outhouses sites.

Privilege of the Floor

Grace Gallivan asked if the minutes of February 10th or 24th were just approved as the agenda stated that the February 10th minutes were to be approved. Mayor Barclay stated that it was a typo and the February 24th minutes were approved.

Trustee Concerns

Trustee Fedele told the board of his concerns with vehicles entering Munger Street from Buffalo Road at an unsafe speed. There have been many near accidents.

Trustee Donovan met with Tom Williamson, Commander of the American Legion, to work on the Emergency Plans. He also stated that he received two complaints about dogs in Hickory Park unleashed.

Mayor Barclay stated that Ginny Adams is the Village's representative to the Mill Seat Landfill and if a resident has a question or smells an odor from the landfill they should call Ginny.

New Business

Jay Grasso – Village Survey, Grant Writing

Jay Grasso of G&G Process Service presented a proposal to the Board to complete a survey in the village that would help secure more grants. He also writes grants for municipalities.

A motion was made by Trustee Fedele and seconded by Trustee Donovan to hire Mr. Grasso to complete the survey for the amount of \$3,500. The motion was carried by a unanimous vote.

The board also agreed to hire Mr. Grasso in the next fiscal year to help Mayor Barclay write grants. The fee for his services would depend on how many grants are applied for. The expenditure will be part of the 2015-2016 Budget.

Resolution 4 of 2015 – MEUA Delegate

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 Semi-Annual Meeting of the Municipal Electric Utilities Association of New York State has been called on April 27th and April 28th, 2016 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 Joseph Chimino be and is hereby designated as the accredited delegate of the Village of Bergen, New York.

A motion to approve Resolution 4 of 2015 was made by Trustee VanEenwyk and seconded by Trustee Cooper. The motion was carried by a unanimous vote.

Lineman Storm Compensation

Mr. Gale gave the Board information from the Village of Spencerport regarding Linemen receiving double time pay when they are working in emergency situation for other utilities. The Board will review the information for discussion at a future meeting.

Old Business

None

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 8:30pm

Respectfully submitted,

Cortney W. Gale
Village Administrator