

**Regular Meeting
Of the Board of Trustees
Of the Village of Bergen at
7:00pm on August 24th 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 Fedele and seconded by Trustee Donovan. The motion was carried by a unanimous vote.

Approval of Minutes

A motion to approve the meeting minutes of August 10th 2016 was made by Trustee Fedele and seconded by Trustee Almquist. The motion was carried by a unanimous vote:

Mayor's Report

Grants

- We received a letter stating that the project described in the application (CFA) for the DEC/EFC Wastewater Infrastructure Engineering grant was ineligible for funding. Eric Wies (Clark Paterson Lee) is investigating for us.
- Disbursement forms and final paperwork for the New York Main Street Tech grant have been submitted.
- I am working on phase 2 of the DASNY funding paperwork (Sage Building) .
- Emily and I will be working on the paperwork for reimbursement funding for the summer rec program through the Office of Children and Family Services.

Comprehensive Plan Committee

- Norm Pawlak, Kevin D. and I attended the Genesee County Planning Board meeting on Aug. 11 where the Village and Town of Bergen Comprehensive Plan was recommended for approval. The following steps need to be completed:
 1. Review Part 2 of the Environmental Assessment Form and (Town/ Village Boards – at meeting)
 2. Review Negative Declaration and adopt the “Resolution Issuing the Negative Determination of Environmental Significance” (Town/ Village Boards)
 3. Adopt the “Resolution to Adopt the Comprehensive Plan Update” (Town/ Village Boards)
 4. Submit form to the Environmental Notice Bulletin (ENB) via e-mail (Town/ Village Clerk)

Other meetings attended, Etc.

- The joint meeting of the village and town boards will be September 28th 7pm here at the village hall; agenda items include budget presentation from the FD , Mercy EMS report on services, Bob Bausch to speak on updates from legislature including sales tax agreement, and creation of a comp plan implementation committee.
- Bergen Summer Rec Program concluded on August 12; attendance averaged 14 per day, another successful program.

- August 18th, Gary Z, Cortney, Eric W., Jeff Smith (Municipal Solutions), and I met to discuss the eligibility possibilities for a \$750,000 grant (75%) on a \$1,000,000 project for upgrades to our storm sewer system, etc.
- Byron Town Supervisor Peter Yasses, Eric Wies, Cortney G., Gary Z, and I met on Aug. 22 to discuss both Byron and Bergen Waste Water Treatment processes, and options for shared services.
- Pastor Merry met with me to review the Vision Team Report from the Bergen Evangelical Presbyterian Church.
- Thank you to Eric Boyce, Gary Z., DPW and everyone who worked to make the Jenny Kuzma Memorial 5K a successful event.
- Thank you to Kevin for updating the emergency plan.

Administrator's

Electric/Sewer

- Electric bills were mailed today and will be due September 12th. There are a couple customers that haven't paid regularly and have amassed a large balance. We are working with them to get the balance down before winter.
- The electric rate for August is 9.8¢ per kWh. That is one cent less per kWh than last month and a half a cent less than this time last year.
- Sewer bills were sent out on August 1st and are due August 31st.
- Rene has completed and submitted the 18a assessment reporting for the Public Service Commission.

Accounting

- We received the final information from the state and our accountant has allowed us to start inputting the Annual Update Document (AUD), when that is completed we'll use the same information to finish up the Public Service Commission Report.
- Barb has completed and submitted the bank reconciliations, payroll reports, and sales tax payments.

Social Media/Electronic Age

- The twitter feed is gaining followers as Rene works everyday to put something on that will be of interest.
- I investigated merchant services and have decided Square would be our best option. If it is alright with everyone I'd like to make the change. We will need to buy an Ipad to run the system which will cost about \$300. There is a stand with a swiper for the Ipad which we would buy for \$99 from Square I asked that they give us that for free but they said no because they sell it at cost. The savings moving to square will be about \$1,200 a year.
- We have started to receive payments via the FIS system, which is the electronic payment when customers use their bank's online banking to pay bills. It has worked very well so far.
- Use of our website's payment portal has been steady for the last year, however at a lower rate than I would like. We had many more users in the beginning (double) but lost them due to the \$2.00 fee assessed for making a payment. I would like the board to consider waiving that fee to help increase usage.
- I have been trying to make sure in the office we are recycling paper rather than throwing it out and reducing the amount of paper we use. That being said, I would also like to reduce the amount of paper I print off for meetings. Would the board consider not having the minutes in your packets as I email them to you Friday before the meeting?

Miscellaneous

- To date we've received 95% of property tax payments, payments are trickling in.

- Mayor, Gary & I met with Jeff Smith from Municipal Solutions and Eric Wies about possible grant for sewer infrastructure upgrades
- We also met with Eric Wies and Pete Yasses, the Town Supervisor of Byron to discuss their sewer system.
- Scheduled 1st aid course for September 13th. If anyone one on the board is interested in taking the class please let me know.
- The MEUA banquet is Thursday September 1st

DPW Supervisor's Report

WWTP

Septic Tank pumping is back underway. We postponed while Dan from Kruger was here updating the system to allow Bruce and Chris maximum time for the install. Bruce and Chris did a wonderful job working with Dan getting all the new upgrades completed. The Aluminum Chlorohydrate (ACH) pump has been moved to the screen room, the new auto sampler has been installed, the new Ph pump, controller and meter is installed and Ph is being tweaked along with Aluminum Chlorohydrate to maximize Phosphorous treatment. The posts for the Pole barn, radiant heat and concrete floor are all installed. The building will be erected over the next few weeks.

Electric

The linemen have been working on Church St. as well as the area of DPW and Hartland Park installing new poles and overhead wire. They also have performed quite a few days of mutual aid working with Churchville and Spencerport on upgrading their systems.

DPW and Parks

The area in Hartland Park to the south of McCabe St. has been cleared of debris and wood chips put down to enhance the Park setting. The sidewalks downtown have been weeded and cleaned. The Carpenter Park fountain has been cleaned of algae, the bricks power washed and new sand installed around the brick path. Numerous trees have been taken down throughout the village and stumps will be ground soon. Hickory Park areas have been given extra attention for weeded growth and this will continue. The rear of the Tulley Building and protective bollards has been painted.

Privilege of the Floor

None

Trustee Concerns

Trustee Almquist – Stated that there is a dead tree on McKenzie that should be removed.

Trustee Donovan – reviewed the preliminary engineering report for the sewer grades from Clark Patterson Lee and has questions for Eric Wies. He is still gathering information on electric car charging stations. Inquired about the village's procurement policy.

New Business

Resolution 13 of 2016 – Negative SEQRA Determination

VILLAGE BOARD RESOLUTION ISSUING THE NEGATIVE DETERMINATION OF ENVIRONMENTAL SIGNIFICANCE

WHEREAS:

1. The Bergen Village Board (hereinafter referred to as Village Board) has reviewed the Environmental Assessment Form for the adoption of the Village and Town of Bergen Comprehensive Plan Update (hereafter referred to as the Comprehensive Plan).
2. The Village Board has considered the Environmental Assessment Form prepared for this action, comments received from the public, and the proposed Negative Determination of Environmental Significance.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Village Board declares that the action to adopt the Village and Town of Bergen Comprehensive Plan will not have a significant adverse effect on the environment.
2. The Village Board further declares that the reasons supporting this negative declaration include:
 - a. Compared with the criteria listed in Section 617.11 of SEQR regulations, all indications are that the proposed action will not cause substantial adverse change in community character, aesthetics, design and natural features; and,
 - b. Review of the proposed Comprehensive Plan and the Environmental Assessment Form has indicated that the action to adopt the Comprehensive Plan will not have a significant adverse impact on the environment of the Village of Bergen.
3. The Mayor is directed to sign the Negative Determination of Environmental Significance on page 1 of the Environmental Assessment Form.
4. The Village Clerk is directed to file copies of the Negative Determination of Environmental Significance and Attachment thereto with the Village of Bergen, the Environmental Notice Bulletin and the New York State Department of Environmental Conservation. The above Resolution was made by Trustee VanEenWyk and seconded by Trustee Fedele at a Village Board Meeting held on August 24th, 2016, and after discussion was approved by a roll call vote of the Village Board recorded as follows:

A motion was made by Trustee VanEenwyk and seconded by Trustee Fedele to pass the resolution. The motion was passed by a unanimous vote.

Resolution 14 of 2016 – Comprehensive Plan Adoption

VILLAGE BOARD RESOLUTION TO ADOPT THE COMPREHENSIVE PLAN

WHEREAS,

1. The Bergen Village Board has, after careful study, considered the proposed document entitled Village and Town of Bergen Comprehensive Plan Update (“Comprehensive Plan”) dated June 2016 that was prepared by the Bergen Comprehensive Plan Committee and revised based on comments from the public and the Genesee County Planning Board; and
2. The Bergen Comprehensive Plan Committee conducted a public hearing on the draft Plan on April 21, 2016.
3. The Bergen Village Board has considered comments made by the public and interested agencies at the Village Board Public Hearing held on July 13, 2016; and
4. The Genesee County Planning Board reviewed the draft Comprehensive Plan at its meeting on August 11th, 2016 and recommended “Approval.”
5. The Bergen Village Board has completed the Environmental Review Record on the adoption and maintenance of said document and issued a "Negative Declaration" of significance on August 24th, 2016, pursuant to the State Environmental Quality Review (SEQR) regulations; and
6. The Bergen Village Board acknowledges that the adoption of said Comprehensive Plan is the beginning of a ten to fifteen year planning program for guiding growth and development in the Village and Town of Bergen, New York and, as such, will require periodic maintenance to keep the document viable; and
7. The Bergen Village Board has carefully considered the impacts associated with the Plan adoption and finds that said Plan constitutes a suitable, logical and timely strategy for the future development of the Town and Village of Bergen; and
8. The Bergen Village Board acknowledges and hereby gives public notice that official copies of the Comprehensive Plan and all modifications thereof shall be on file in the Offices of the Bergen Town Clerk and Bergen Village Clerk;

NOW THEREFORE BE IT RESOLVED, that

1. The document consisting of text, maps and charts entitled Village and Town of Bergen Comprehensive Plan Update, to be dated July 2016, is hereby adopted as the Comprehensive Plan for the Village of Bergen, Genesee County, New York in accordance with Village Law Section 7-722.
2. In order for the Comprehensive Plan to be at all times current with the needs of the community, and to provide appropriate direction to the various municipal boards, agencies and departments of the Village, the Village Planning Board shall annually review the Comprehensive Plan and make recommendations for revisions by the Village Board, as may be deemed necessary, following public review and input. Should the Village Planning Board find that no changes are necessary, this finding shall be reported.

The above Resolution was made by Mayor Barclay and seconded by Trustee Fedele at a Village Board Meeting held on August 24th, 2016, and was approved by a unanimous vote.

Comprehensive Plan Implementation Committee

Mayor Barclay discussed with the Board forming a committee to oversee the implementation of the Comprehensive Plan. The committee would make recommendation to the Town and Village boards. Mayor Barclay suggested the current Town/Village Committee, which is comprised of members of both Boards, be used for this task.

Joint Town/Village Meeting

There will be a joint Town/Village meeting on September 28th at 6:30pm in the Village Board Room. Mayor Barclay asked if anyone had items to discuss to pass them along to her to be placed on the agenda.

Monroe County Water Authority Lease

Mayor Barclay and Mr. Gale discussed a new lease that has been proposed with the Monroe County Water Authority.

Fire Department Member Approval

A motion was made by Trustee VanEenwyk and seconded by Trustee Almquist to approve Barbara Zinter, Kelly Kruppner, Kathleen McLaughlin, Dana VanValkenberg, and Melanie Kulikowski as members of the Bergen Fire Department. The motion was approved by a unanimous vote.

Old Business

Merchant Services & Web Portal

Mr. Gale discussed option for customer paying utility bills. He suggested removing the \$2.00 fee for payments made through the online payment portal and change merchant services providers to Square.

Additional Information

- Officials from the Town of Kendall and Orleans County will be coming to discuss what Bergen has been doing to improve and promote the village on August 30th at 10:00am
- The meeting scheduled for September 14th may be cancelled as Mayor Barclay, Trustee Almquist, Courtney Gale and Barb Zinter are going to the NYCOM Fall Training School.

Adjournment

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

The meeting was adjourned at 8:15pm

Respectfully submitted,

Cortney W. Gale
Village Administrator