

**Regular Meeting  
Of the Board of Trustees  
Of the Village of Bergen at  
7:00pm on March 22<sup>nd</sup> 2017**

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 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 March 8<sup>th</sup> 2017 was made by Trustee Donovan and seconded by Trustee Almquist. The motion was carried by a unanimous vote:

**Mayor's Report**

**Grants**

- I have completed the CFA application portion of the Clean Energy Community program through NYSERDA. The Permit Application for a NY State Unified Solar Permit template has been edited for the Village of Bergen and submitted with the resolution adopting the application process. The permit fee will be \$100.
- Notice was received that we are eligible to receive the Cleaner Greener Communities Phase II Category 1 PV incentive for CFA 70685. The materials requested in the email will be completed, the application will be submitted to NYSERDA for final review, payment of the incentive \$2500 will follow.
- Worked with Ed Flynn to complete and submit the New York Main Street Technical Assistance Program Monitoring Questionnaire.
- Worked with Cortney to complete the submission for the Clean Water State Revolving Fund Engineering Planning Grant Program ("EPG").
- We received a \$500 grant from Miracle Grow for our Community Garden.
- Researching opportunities for financial support to help with Main Street Historic District building restoration.

**Union Negotiations**

- On Feb. 23, Kevin D and I met with the teamster's union representative and union employees to continue contract negotiations. A tentative agreement has been reached, we are waiting for the "red lined" document from the union to look over on March 9<sup>th</sup>.

**Health Insurance**

- Patrick McCloskey (Benefits Consultant Lavoro Group) met with Cortney and myself on March 3<sup>rd</sup> to discuss health insurance options for village employees. We reviewed BCBS Gold POS 7100EX and BCBS Silver POS 8100 EX as examples. We will meet again to review direct comparisons to our current offering and other similar programs to determine possible cost savings to the village.

#### **Genesee County Probation Department**

- I received a request from the GC Probation Department to complete a Claim for Restitution, and a Victim Impact Statement in reference to the destruction of the basketball backboard in Hickory Park. The young man was convicted of Criminal Mischief – 4<sup>th</sup> Degree. The cost to the village was \$889 to replace backboard, and \$280 for labor totaling \$1169. On behalf of the village, I have requested restitution in the form of community service.

#### **GCEDC Annual Meeting**

- Vickie A., Cortney, and I attended the annual meeting on March 3<sup>rd</sup>; speakers included Lt. Gov. Kathy Hochul, Rep. Chris Collins, Sen. Ranzenhofer, Assemblyman Hawley. The focus of the meeting was the agency's 2016 report; project review (attraction, expansion, infrastructure, retention). The theme of the annual meeting is "Celebrating Business in Genesee County". The GCEDC reached a historic milestone as it recently surpassed \$1 billion in investment in Genesee County over the last 15 years.

#### **Park Committee**

- Meeting March 1<sup>st</sup>; Mike Glazier, Arborist, will be running a pruning workshop for our DPW April 12, speaker on establishing farm Markets will be at BBCA meeting March 20<sup>th</sup>, looking into hanging baskets for downtown, set date for Disc Golf tournament.
- Completed and submitted the meeting minutes.

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

- **Huge THANK YOU to our staff for snow clean-up, debris pick-up, call support, and our electric maintenance during the two recent weather incidents.**
- **Congratulations** to Chris Fay on passing his WWTP licensing test.
- Cortney and I met with Daily News reporters on electric fees (ZECs and REC's), ongoing village projects.
- Imagination Library has 93 registered participants
- Cortney, Rene, and I worked on the re-organization of the files in the Archive Records Storage Room. Approximately 30 boxes of expired records are to be destroyed, records through 2016 need to be recorded and filed.
- A letter was written and sent to the County Legislature requesting the members "consider adopting the Local Law #1 of 2013 Village of Bergen Exemption for Capital Improvements to Residential Buildings".

### **Administrator's**

#### **Electric/Sewer**

- There were only 50 shut off notices sent out this month. No shutoffs were necessary.
- After discussing adding a line for the REC's and ZEC's on the electric bill with CUSI, we were able to do so. The current bill has the line included. The PSC recommends that we add it to the PPAC instead.
- We have also been talking to CUSI about changing the format of the electric bill, it will cost \$750. It will save us money in the long run as we will not have to buy pre-printed bills and the bill will be easier to understand.
- Currently the web payment portal is on the old server, which is why it takes so long to login to customers accounts. We started the process to migrate the program to the new server. It will cost \$1,500.
- The engagement letter to hire Bill Freitag and BST & Co. to review the electric books have been signed and submitted. I am waiting to hear from him about when he can start. Since this is his busiest time of year he will be coming out April 24<sup>th</sup> and 25<sup>th</sup>. Since it is so close to the end of our fiscal year I will have him help us prepare for it while he is here.

- I was notified by NYS DEC that we were approved to submit sewer reports online. Bruce completed it on line this month and we submitted it today.
- We received the information to be reimbursed for the linemen going to help RG&E. It has been filled out and submitted. The invoice was for \$28,072.68.
- Chris and Bruce learned how to use the sewer camera

### **Office**

- We finished putting together information to be reimbursed for the second half of the sewer collection system study grant.
- I completed the Constitutional Tax Limit and Tax Cap forms, which needs to be submitted to the state when you pass the budget.
- I received an email from the NYS Comptroller about their Fiscal Stress Monitoring program. They determined that we have no designation. This means we aren't in the category of having fiscal difficulties.
- Barb has completed the bank reconciliation and journal entries for February. She is working on NYS Retirement report, sales tax submission, and preparing for Bill Freitag's visit.
- Rene is also working on cleaning up accounts receivable, only \$925.00 was sent to collections this year. She has been working on getting the processes in place to account for RECs and ZECs and with CUSI to have the system calculate and put the cost on the bill correctly.
- The Mayor, Rene and I worked on the archive room last Friday. There were 30 boxes that were past their retention date that we got rid of. We organized the room and started to sort the new material.

### **Clean Energy Communities**

- I received notification that the LED streetlight portion of the Clean Energy Communities has been accepted as well as we are preliminarily approved for the \$2,500 grant for the Solar Permit.
- We will be partnering with Riga for the energy regulation training requirement. They had their initial meeting last week.

### **Miscellaneous**

- I filled out paperwork to renew the insurance policy with NYMIR & worked with Gary to make sure all equipment was covered.
- The Mayor and I met with Pat McCloskey from Lavarro Group regarding health insurance options on March 20<sup>th</sup>. I met with Donald Matson from Matson & Kellogg today.
- At the joint meeting on the 28<sup>th</sup> Peggy from Gilliam Grant will be there as well as the Superintendent of Schools to discuss the budget and capital project proposition.
- We will need to pass the Standard Work Day Resolution with the Reorganizational meeting appointments.
- Lots of people lost their recycling bins; there are 18 on the list now. People must be hoarding them. So we're asked people to return them in the newsletter.

## **DPW Supervisor's Report**

### **DPW and Parks**

Work on the sage pavilion is ongoing and is the where the main efforts of all employees is centered. We another issue that was brought up by the Village Building Inspector, this time it is electrical. Joe Chimino is meeting with him tomorrow, Thursday to figure out how we satisfy this issue. Once we have a resolution, rough electric can be finished and we will be on to wall insulation and drywall. This week's mild weather has allowed Pro Construction to complete a most of the outdoor concrete; this allows us to install the outside doors. There is one small issue with the front overhang area. The water Authority's 16 inch main runs close to the building and we will inside their easement. I have been working with them; they will be sending an agreement that if the main fails in this area they are not responsible for the damage. This will require the Mayor's signature and then filing with the County Clerk. The Millworks has cut us a new sign that will replace the current Disc Golf sign. It will be painted and finished and will be installed with the building completion.

I have worked on the budget with Cortney and believe we are complete with General and WWTP at this time.

### **Electric**

The Lineman have been completing inventory of street lights for Cortney and have been working on the electrical and other support at the Sage Pavilion. They have met with the contractor for injecting the lines to an we are awaiting the estimate.

### **WWTP**

We are awaiting the screw press delivery, I have been in contact with Koester and BDP (the manufacturer) and they are having an issue with a part. It seems it has been sent to them twice and has not met specifications. Hopefully, three times is a charm and they conveyed we are first on their list.

I received a phone call from the NYSDEC regarding last year's submittal of a planning grant. It seems any entity can have only two grants out a time. I contacted Eric Wies, he completed the submittal and it is with Cortney's for final submittal. This should close one of the two grants and we will resubmit last year's. I conveyed to Eric that we are done with the other grant we should close it out as soon as possible, as well. I have enrolled in the waste water operators classes at Buffalo State; this is included in the 2016-2017 budget, with a small portion coming from 2017-2018 budget.

### **Privilege of the Floor**

None

### **Trustee Concerns**

Trustee Almquist – Electric and DPW did an excellent job with the wind and snow storms.

Trustee Donovan – Would the Village like a giant chess set?

### **New Business**

**Comprehensive Plan Implementation** – Trustee Donovan discussed with the board the plan to implement the Comprehensive Plan.

**Joint Meeting** – The joint meeting with the Town will be March 28<sup>th</sup> at 6:00pm at the Town Hall.

### **Resolution 3 of 2017, 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 12<sup>th</sup> and April 13<sup>th</sup>, 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 Joseph Chimino be and is hereby designated as the accredited delegate of the Village of Bergen, New York.

A motion was made by Trustee Fedele and seconded by Trustee Almquist to approve Resolution 3 of 2017 naming Joe Chimino as the Village's delegate to the MEUA. The motion was carried by a unanimous vote.

### **Fire Department Member Approval –**

A motion was made by Trustee Donovan and seconded by Trustee Fedele to approve Laura Mullen as a member of the Bergen Fire Department. The motion was carried by a unanimous vote.

**DPW Summer Hours -**

The Board discussed the DPW summer hours and decided that they will be May 1<sup>st</sup> through October 31<sup>st</sup>.

**Union Contract Terms -**

Mayor Barclay discussed the terms that were agreed upon for the union contract. The contract will be for three years, Patriots Day will be removed and Presidents Day will be added to Holidays, wage increases will be 2% for each year, members will be able to accumulate comp time instead of overtime if they wish.

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

**Old Business**

None

**Executive Session**

A motion was made by Trustee Almquist and seconded by Trustee Fedele to enter executive session to discuss employee matters. The motion was carried by a unanimous vote. The board entered executive session at 8:23pm.

A motion was made by Mayor Barclay and seconded by Trustee VanEenwyk to exit executive session. The motion was carried by a unanimous vote. The board exited executive session at 8:36pm.

**Adjournment**

A motion was made by Mayor Barclay and seconded by Trustee VanEenwyk to adjourn the meeting. The motion was carried by a unanimous vote:

The meeting was adjourned at 8:37pm

Respectfully submitted,

Cortney W. Gale  
Village Administrator