

**Work Session & Regular Meeting  
Of the Board of Trustees  
Of the Village of Bergen at  
6:00pm on February 25<sup>th</sup> 2015**

A work session for the 2015-2016 budgets began at 6:00pm.

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 VanEenwyk

Also present were: Village Administrator Cortney Gale, and Genesee County Sheriff Deputy Sergeant Meides.

**Approval of Bills**

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

**Approval of Minutes**

A motion to approve the meeting minutes of was made by Trustee Donovan and seconded by Trustee Cooper. The motion was carried by a unanimous vote.

**Mayor's Report**

**Planning and Zoning Boards**

- We are continuing the webinar training sessions for planning and zoning board members after each scheduled planning board meeting. At the February 18<sup>th</sup> meeting the topic was sub-divisions.
- After the March 18<sup>th</sup> planning board meeting (webinar topic will be "site plan approvals and conditions), the planning board will present their procedural guidelines to the board of trustees.

**Comprehensive Plan Committee**

- Survey forms have been completed and will be mailed to town and village residents March 2 and will be due back by March 23<sup>rd</sup>. Please help by encouraging residents to complete and return their surveys. Flyers, posters, over the street banner will be out to remind everyone of the importance of their input.
- Reminder: the first public meeting is scheduled for March 19, 7pm, at the fire hall to discuss the comprehensive plan process, and for questions and answers concerning the project.

**Trash Pick-up**

- Cortney and I met with 22 residents on Thursday, 2/12 to discuss options for trash pickup service in the village. No option was clearly favored by a majority of the group other than they wanted the service to be continued.
- The consensus of the surveys and the meeting was to continue service, but there was no consensus on the method of how the service should be paid for. A second survey will be put together for that purpose.

**Meetings**

- Joe Chimino, Cortney, and I met with Tony Modafferi (Exec Dir) MEUA; Tony updated us on the stability of electric rates, stability of the cost of natural gas, the governor's initiative, NYPA, etc.

- *BBCA* meeting on 2/16; discussion of the Annual Easter Egg Hunt (Connie VanHoute will be taking it over), and the planning of the Bergen Park Festival 6/13. John Zinter presented his photography business; Picture This Photography. The Park Festival Committee meetings started on Feb 18th.
- *Bergen Business Group* — A meeting was held on 2/24, 9 businesses were represented and heard presentations from the Daily News advertising director Kim Pasierb and Jennifer Vasi, and the Chamber of Commerce President Tom Turnbull and Director of Membership Kelly Bermingham. The groups will meet March 31<sup>st</sup> to continue work on business promotion.
- *DPW*— Cortney and I met with the DPW staff to discuss path forward of DPW Supervisor position. The job description was updated; the position will be advertised with applications due by March 13<sup>th</sup>. Interviews will be set up the week of March 23<sup>rd</sup>.
- The first *interview* for the lineman apprentice position took place on 2/19. There are three interviews tomorrow 2/26, and 4 on Friday 2/27. Nick Booher, Cortney, and I are interviewing the candidates.

### Administrator's

#### **Electric/Sewer**

- Electric bills went out last Friday. There were 43 people on the shutoff list this month but no shutoffs were necessary.
- Mayor Barclay, Nick Booher and I have begun interviews for the Apprentice Lineman position. There are eight candidates. Interviews will be completed by Friday.
- Sewer bills are due March 3<sup>rd</sup>. Unpaid bills will be sent to the County to be placed on village property tax bills.

#### **Legal Matters**

- I was contacted by Crown Castle regarding the village's cell tower. They have a new representative working on the extension. I gave them Kris Vurraro's contact information.

#### **Code Enforcement**

- The situation with 21S Lake Ave was resolved before going to court. Unfortunately it was resolved on the same day as the day it was suppose to go to court so we'll still get a bill for the work leading up to court.
- 38 N Lake has been boarded up and is now safe. Emergency Enclosures also removed the brush from the house which will need to be picked up by the DPW when the weather breaks.

#### **DPW**

- The snow blower attachment has been ordered; it ended up being \$1000 cheaper because we went with a different model. It will be in next week. We borrowed Holley's last week and it worked great.
- While we search for a new DPW Supervisor Joe Chimino will be checking the roads and making call-ins, I will be doing the paper work and ordering, and the Mayor and I will share the general oversight of the departments.
- Kirk is working on the stairway leading to the front apartments, and then he will work on reframing and installing a new door. When the weather is better he will start repairing sidewalk plowing damage.
- Nick and Joe installed a 100kva transformer at Liberty Pumps and connected it to the grid. They have been helping with snow removal and using the infrared camera to scan homes for heat loss.
- The ad for DPW Supervisor will run in the Daily News today and the Suburban News Sunday. Applicants have until March 13<sup>th</sup> to submit their resume.

#### **Miscellaneous**

- Sewer PILOT funds in the amount of \$11,830.67, and the Cell Tower lease payment for \$24, 309 were both received on February 23<sup>rd</sup>.
- Genesee County sent an email asking for participation in purchasing the additional Worker's Comp insurance, I responded that the Village is interested. Lawley Genesee believes we should purchase the insurance anyway and cancel it if the County provides the insurance. I think we should just wait to see what happens.

- The PIF agreement for the Liberty Pumps expansion has been signed by the Town and is being sent to the mayor for her signature.
- We are working to get our accounting software (CYMA) communicating with our billing software (CUSI). This will reduce the number of journal entries Barb has to do every month.

### **Privilege of the Floor**

None

### **Trustee Concerns**

**Trustee Cooper** spoke to a resident that was not contacted by the village office staff regarding an energy efficiency program question. Mr. Gale stated that he spoke to the individual earlier in the day.

### **New Business**

#### **Genesee County Sheriff Deputy Sergeant Meides**

Sergeant Meides discussed patrols in the Village and asked if there were any areas of concern. Patrols have been in the Village in the morning time to slow down traffic. He will continue to schedule Officer Minuto for shifts.

#### **DPW Supervisor Position**

Mayor Barclay discussed the open DPW Supervisor position and that she created a list of roles and responsibilities. The position is in today's Batavia Daily News and will run in the Suburban News on Sunday February 28<sup>th</sup>. Salaries and benefits will be discussed at the next board meeting.

#### **Resolution 4 of 2015 – NYSDOT Undertaking**

### **Resolution to Approve Execution of New York State Department of Transportation Undertaking (PERM 1)**

**WHEREAS**, The Village of Bergen , from time to time, conducts activities and operations upon highway and/or within right-of-way controlled by the State of New York for purposes such as obstructions, installations, construction, maintenance, electric work, brush pick-up; and

**WHEREAS**, The Village's access, activities and operations upon highways and/or within rights-of-way controlled by the State of New York for such purposes are conditioned upon obtaining required permits from New York State Department of Transportation and upon compliance with New York State Highway Law and conditions imposed by the NYS Dot; and

**WHEREAS**, the NYS DOT has made available to the Village its NYSDOT PERM 1 form, entitled "UNDERTAKING, for the benefit of the New York State Department of Transportation In connection with work affecting state highways (For use by New York municipalities and federal agencies)" , providing that such Undertaking shall be applicable to all permitted activities and operations undertaken after the date of its execution and work initiated while such Undertaking is in effect, and that such Undertaking, unless rejected or terminated, shall be kept on file by NYS DOT to facilitate the issuance of future permits to which it will apply; and

**BE IT RESOLVED**, The Trustees of the Village of Bergen has determined that it is in the best interest of the Village to approve the execution of the NYSDOT PERM 1 Undertaking in the form attached hereto, and Administrator, Cortney W. Gale, is hereby authorized to execute said NYSDOT PERM 1 Undertaking.

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

### **Old Business**

#### **Refuse Contract**

Bid specifications are being created Request for Proposal (RFP). They will be shared with the board upon completion.

#### **Proposed Parking Local Law Changes**

The Board reviewed the changes made to the local law and made further changes. A public hearing for the local law will be scheduled at a future meeting.

Another budget work session was scheduled for March 4<sup>th</sup> at 7:00pm.

#### **Adjournment**

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

The meeting was adjourned at 8:10pm

Respectfully submitted,

Cortney W. Gale  
Village Administrator