

**Regular Meeting
Of the Board of Trustees
Of the Village of Bergen at
7:00pm on January 11th 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 were: Village Administrator Cortney Gale and DPW Supervisor Gary Zawodzinski.

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 December 14th 2016 was made by Trustee VanEenwyk and seconded by Trustee Fedele. The motion was carried by a unanimous vote.

Mayor's Report

Grants

- A check for \$447 from the Youth Bureau was received for the Summer Youth Program.
- The Park Committee/Tree project is being put together in order to complete the application for funding through the DEC Urban Forestry Program (tree maintenance, plantings to improve the canopy, etc) application is due March 1, 2017.

Clean Energy Community

- Cortney and I met with Darin Ramsay (Clean Energy Community Coordinator) to discuss actions the village can take to become a Clean Energy Community; these actions would make us eligible for funding (\$50,000 or \$100,000) for village projects focused on clean energy. The fact that we have converted to LED street lighting gives us 1 of the 4 required actions necessary to qualify.

Park Committee/Tree Board

- Our meeting was held on Jan 4th; a plan for this year's tree planting program was put in place (plantings will be in the fall), a location for the Arbor Day plantings needs to be determined.
- Ed Adams, member of the group since its start, has resigned his position. A notice will be in the newsletter for new members.
- I contacted Mike Glazier, arborist, to set up workshops with DPW on planting, pruning, and/or chainsaw safety. A date will be determined.

Other meetings attended, Etc.

- A gift card was sent to the Clauses (Donovans) in appreciation of their participation in the Tree Lighting.

- New schedule: I am in the office Monday, Wednesday, and Friday starting January 3. Weekly meetings with Cortney, Gary, and I will now be Wed. mornings at 9am.
- Due to the option to park at the Rose Garden on Monday evenings, and fewer conflicting activities on Monday evening, we would like to move the Tree Lighting to the first Monday in December (4th) next year.
- Fire Department elections took place Dec. 5; the results are attached to the minutes. An updated roster will be sent to the village and kept on file.
- I have been in contact with Mark Boling concerning contract negotiations. Kevin and I will be meeting with him on January 18, 2017 (Wednesday).
- Leadership Genesee reception following the second day of Opening Retreat (Jan 26, 5pm Terry Hills) to celebrate the commitment of the new class, their sponsors and community. RSVP Jan 23.
- Lacy Katzen LLP would like to invite members of the Byron-Bergen / Gillam-Grant community to join us in dedicating the “parlor” at the Gillam Grant Community Center in honor of Attorney Leon Katzen. The room will now be known as the Leon Katzen Conference Room. The dedication ceremony and reception to follow will take place on January 26, 2017 from 4:30pm to 6:00pm. If you would like to attend please RSVP to the Gillam Grant Community Center at (585) 494-1621
- USDA Rural Development is holding a USDA Rural Development Single Family Housing program workshop taking place on Wednesday – February 22nd, 2017 at the Genesee County Office Building#2 from 10am to 12pm.

Administrator's

Electric

- Electric bills were due today. New electric bills will be mailed on January 20th and are due February 9th.
- There is a special MEUA meeting on January 25th to discuss extending the hydroelectric contract and RECs/Zecs. I will be attending along with Joe Chimino and Rene Vurraro. This is a very important meeting that could have a huge impact on us for many years to come.
- There is a new way that we are required to submit our Purchase Power Adjustment Calculation (PPAC) to the Public Service Commission. It was very difficult to navigate, after many unsuccessful attempts we were finally successful.
- The utility payment portal is working finally. We ended up going with a different domain provider. Brian Becker will be converting the site over to the new provider. Usage continues to increase.
- We sold nine surplus transformers to Silver Springs for \$570, which is more than we could have gotten selling them to a company that resells them.

Sewer

- The sale date for the bond anticipation note (BAN) for the sewer plant upgrades occurred January 5th 2017 at 11:00am. The lowest rate was from Roosevelt and Cross for 2% with a premium reimbursement of \$998 reducing the rate to 1.695%. Municipal Solutions was very happy with the low rate.
- I signed the documents today and the closing is January 19th. The BAN matures January 2018 at which time we can renew the BAN for another year or go out for long term financing and turn it into a bond. If we keep it a BAN we only need to pay interest payments for the first two years. Depository Trust will be handling the transaction as a clearing house.

Office/Accounting

- We received hard copies of the 2015-2016 fiscal year financial statements and management letter from the accountants. If you would like a copy please let me know.

- Barb has completed the reconciliation for December and submitted all reports related to payroll. She is working on W2s and 1099s. They should be completed and sent out by the end of next week.

Miscellaneous

- Our system was hacked on January 3rd. This time someone hacked directly into the server. Similarly to last time they tried to hold our files for ransom. Brian Becker was able to restore the system with previous backups. We have multiple back-ups to protect ourselves. After talking with the Mayor we decided to add an additional back-up every couple weeks on a hard drive that then gets put in the safe. This way it is not connected to anything and can't be corrupted.
- Due to the hack our utility payment portal was down for a little over a week. It also caused CUSI, the payment software, to malfunction. CUSI repaired the damage and updated the software to a new edition.
- The Planning Board is meeting on January 18th at 7:00. Graphics for the sign law are being worked on and should be available at that meeting.

DPW Supervisor's Report

See New Business

Historian

I went to the Churchville Offices and had 4 maps on my walls duplicated. It was a very successful job. They have a super large machine for this purpose. We also have the files on the village computer system so that the images are able to be brought up for further use. This allows the originals to be stored correctly, in our vault, to prevent fading.

I have delivered information to, new resident, Jennifer Butz at 68 Lake Ave on the background info of her dwelling. I was able to take photos of the original siding of her circa 1840 home, before it was covered with new siding. I discovered that a distant cousin, Jessie Cleveland, was living in the home with her mother during the 1880 census. She was 3 at the time. I met her many times at family reunions. She lived in Chicago after leaving Bergen. I presented photos of Jessie to Jennifer from our family pictures.

Ancestry.com was purchased by the village to assist in the study of past residents. I have already uncovered a huge amount of info on Guy Montgonery that is very eye opening. He was not the lonely man I thought he was, but rather he was surrounded by uncles, aunts and cousins of the Howell family. They are all buried side-by-side in Mt. Rest Cemetery. I have written up-dated stories to appear in both the village and town newsletters. Ancestry.com will prove to be very valuable in my future work. My yearly visitor, Tim Munger, from Minnesota, has also benefited from the program. His grandparents lived in 21 Lake Ave.

I have spoken to RMSC about info I need for a talk this Summer on Joseph Santens for the Clarendon Historical Society.

Privilege of the Floor

None

Trustee Concerns

Trustee Almquist – Stated that she organized the Tree Board and Park Committee minutes and agendas into binders.

Trustee VanEenwyk – She and Trustee Donovan met for the first time with the Comprehensive Plan Implementation Committee on January 4th and will meet again January 12th. She also conveyed a concern from a resident about icy sidewalks and if there was a way to salt them. Trustee VanEenwyk reviewed the Employee Handbook and informed the Board that employees are allowed \$50 for meals while they are away on business for the Village.

New Business

Approval of Bergen Fire Department Member

As of the first of the year information regarding back ground checks for prospective members is to be sent to the village. A motion was made by Trustee Almquist and seconded by Trustee Fedele to approve Chandler Bergeron as a new member of the Bergen Fire Department pending the receipt of the required information. The motion was carried by a unanimous vote.

DPW Bi-Annual Update

DPW Supervisor Gary Zawodzinski reviewed with the board all the activities conducted by the DPW, Sewer, and Electric departments in the last year.

Old Business

None

Executive Session

Mayor Barclay requested executive session to discuss pending union negotiations and employee matters. A motion was made by Trustee Donovan and seconded by Trustee Fedele to enter executive session. The motion was carried by a unanimous vote. The Board entered executive session at 8:50pm.

A motion was made by Trustee VanEenwyk and seconded by Trustee Fedele to exit executive session. The motion was carried by a unanimous vote. The Board exited executive session at 9:23pm.

Adjournment

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

The meeting was adjourned at 9:24pm

Respectfully submitted,

Cortney W. Gale
Village Administrator