

**Regular Meeting
Of the Board of Trustees
Of the Village of Bergen at
7:00pm on November 8th, 2017**

The regular meeting of the Board of Trustees was called to order by Mayor Barclay at 7:00pm with the following present:

Trustee Vickie Almquist
Trustee Kevin Donovan
Trustee Robert Fedele
Trustee Emily VanEenwyk

Also present were: Village Administrator Cortney Gale, DPW Supervisor Gary Zawodzinski and Grace Gallivan

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 October 25th 2017 was made by Trustee Fedele and seconded by Trustee Almquist. The motion was carried by a unanimous vote:

Mayor's Report

Grants

- The New York State Archives and the New York State Local Government Records Advisory Council have announced the Local Government Records Management Improvement Fund (LGRMIF) grants for 2018-2019; the guidelines were made available on November 1, 2017. I am investigating the possibility of an applicable project for funding which would require the purchase of software, hours for a part-time clerk, to organize and input the property files for the village. This project would make the files easily accessible, and make the filing system, application process, and paperwork much more efficient. The grant application deadline is January 16, 2018.
- The Municipal Waste Reduction and Recycling (MWRR) program application process has been revised, pre- applications will no longer be accepted; final applications from all projects on the MWRR waitlist (the composting project grant is one of them) are required to be filed by January 4, 2018 in order to keep our position on the waiting list. Gary Zawodzinski is working to complete that application.
- I am working to complete Youth Bureau paperwork for reimbursement from grant.

Senior Appreciation Day

- Thank you to everyone who helped, attended, and entertained for the Senior Day. There have been many positive comments and thank you notes expressing how everyone enjoyed the event. All attendees, vendors, and “entertainers” received a gift (donated by Pavilion Gift Co). I have sent thank you notes to all vendors who participated, as well as Wegman’s and Pavilion Gift Co.

Leadership Genesee

- There will be two sessions in November; graduation has been planned for Thursday, November 30 at Terry Hills. As sponsors of my participation, board members are invited to attend.

Farmers Market

- Members of the farmers market committee (Vickie Almquist, Grace Gallivan, Belinda Grant, Maria Rowland, Lyn Wilkins, and myself) will meet Nov. 20 to discuss a path forward for the market. There is strong possibility for a local person managing the market next year. I would like to propose to the town and village boards, and the BBCA that sponsor and share equally in a stipend for the local manager and limited advertising costs. An official proposal will come to each sponsor from the committee.

Annual Tree Lighting

- The event will take place Dec. 4 in Ward Park! I have made arrangement with the Clauses, elementary school band, HS chorus members, Alysia Fink (Bergen School of the Arts), and fire department. We need to look for an organization that would be able to run the cookie decorating activity.

Tree City/Growth Award

- I have begun the application process for the Park Committee/Tree Board Village of Bergen Tree City designation and Growth Award.

Website

- Jim Kane and Sue met with Cortney Gale and myself to begin the development process of a new village website. We have settled on a format, and are looking at having updated pictures of the village taken.

Meetings, etc.

- Met with Ginny Kropf from Batavia Daily concerning an article on the Senior event.
- Met with Tom Williamson (American Legion) to discuss a monument project for Hickory Park; the monument would honor all branches of the armed forces. We also discussed contacts for representatives of the armed forces to participate in the Park Festival Parade.
- Senator Ranzenhofer was not able to attend the grand Opening of the Sage Pavilion; he has requested a visit. I am working with his office to arrange that.
- I was contacted by a couple very interested in opening a business in the village; they received information via our "Think and Drink" event.
- Met with the office staff and linemen concerning electric pole inventory and a proposed new program to collect that information, work orders, electric distribution from each pole. The program may also have the capability to record sewer information.

Administrator's

Electric/Sewer Bills

- Electric bills were mailed out October 25th and are due November 13th. Sewer bills were sent out on November 1st, they are due November 30th.
- The paper work for the bucket truck financing was mailed on Monday for the November 10th closing. Nick Booher has been in contact with the truck builder who indicated the truck would be here late next week.
- Barb and Rene went to Spencerport to see their work order/inventory software; it would really be a value to us. We had a meeting with the linemen to discuss using the software and updating utility pole information.
- Bonduelle has informed us that they will be working into December this year as they were behind due to the rainy weather. This is a good thing for the electric fund but may raise rates for the month.

Website

- The Mayor and I met with our web developers Jim Kane and Susan Gilday for the initial meeting to create our new website on Monday, November 6th. We gave them a number of websites we like as a starting point and they gave us things to work on. We're off to a good start.

Sign Law

- The proposed sign law was sent to the County Planning Board for review at their meeting on November 14th. County Planning Director Felipe Oltramari called to discuss the law and indicated due to a Supreme

Court ruling signs cannot be regulated by content so we'll have to change the section that refers to temporary signs. This will require a new public hearing.

Office

- Deputy Clerk Barb Zinter helped Gary gather information to submit for a sewer grant. She is working on continuing property records, work orders, pole inventory and reconciling the October bank statements.
- Deputy Treasurer Rene Vurraro has updated water usage on customer's accounts and sent unpaid taxes to the County, revised the Sign Law, worked with CUSI to correct sewer bills, printed pole records and created two books for reference. Winter electric shutoff procedures have started so she must send every name on the shut off list to social services.

Miscellaneous

- We are done with tax collection season. There were nine tax bills that were not paid in the amount of \$15,597.27. Much of the amount is unpaid sewer rents.
- I received paperwork from the Genesee County Probation Department in regards to the boys who destroyed the cement picnic table in Hickory Park. There were five boys who were arrested and are now on probation for the crime.
- On the 17th we are going to do fire inspections on our apartments, look for any damage or things that need to be renovated.
- Bergen Fire Department President Eric Wies dropped off the three fire contracts for the Mayor to sign after which he will distribute them to the Town of Riga and the Town of Bergen.

DPW Supervisor's Report

DPW/Parks

- Preparation for winter is well under way-mowers have been cleaned and preventive maintenance completed for winter storage, salt has been received and stockpiled.
- The NYS Bulk Petroleum Storage Certificate is back with the changes adding the Gasoline and Diesel tanks
- Final Touch up in Sage Pavilion continues-little final details will be complete through winter
- Christmas trees will be set at Ward Park on Monday November 27th
- Final Debris pickup is scheduled for November 27th
- A number of residents had drainage issues with the large amount of rain that has fallen this past week, a number of areas have been cleaned with the sewer jet to help alleviate the flooding and reopen drainage areas
- We plan on getting the sweeper out a number of times before the snow hits to clean up leaves and drop inlet openings

Electric

- The linemen have worked on winter preparation and tree trimming the last few weeks
- The linemen helped out in Castile on Monday ,safety training Tuesday and are at MEUA meeting Wednesday and Thursday of this week
- Churchville is backing up our electric while the Linemen are in Syracuse and have come over twice today for trouble calls.

Waste Water Treatment Plant

- We received a letter from the NYSDEC regarding our Composting Grant-the Program is being suspended but since we have paperwork in, the final application and submittal needs to be completed prior to January 4th, 2018. I have been working on this the last few days and will have it completed and submitted by the end of next week
- Composting of our first large pile is working well, temperatures of the pile have risen nicely and now we just watch and wait as nature does its work.

- The WWTP property looks good and is ready for winter
- This past week with the large amount of rain, the plant was processing well in excess of 150,000 gallons per day, I need to discuss infiltration with Eric Weis and we may need to conduct some additional monitoring to find the large area of infiltration
- The annual NYWEA Convention is in February of 2018, there are a number of very good seminars for Myself, Chris and Bruce to attend and with the board's approval plan on registering us for this convention.

It was brought to my attention that we have a significant increase in payroll that is thought to relate to overtime pay, we have looked into the actual payroll numbers and I do not believe this to be the case and would like to discuss this with the Board.

Privilege of the Floor

Grace Gallivan thanked the Board for Senior Recognition Day and stated how it was a wonderful event.

Trustee Concerns

Trustee Donovan attended Assemblyman Steve Hawley's Town Hall meeting at the Town of Bergen and discussed the Black Creek Water Shed meeting in Stafford.

New Business

None

Old Business

None

Executive Session

A request to enter executive session was made by Mayor Barclay to discuss employee matters. A motion was made by Trustee Donovan and seconded by Trustee Almquist to enter executive session. The motion was carried by a unanimous vote.

The Board entered executive session at 7:50pm

A motion was made by Trustee Fedele and seconded by Trustee VanEenwyk to exit executive session. The motion was carried by a unanimous vote.

The Board exited executive session at 8:40pm

Adjournment

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

The meeting was adjourned at 8:45pm

Respectfully submitted,

Cortney W. Gale

Village Administrator