

**Regular Meeting  
Of the Board of Trustees  
Of the Village of Bergen at  
7:00pm on December 13<sup>th</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 Vickie Almquist  
Trustee Kevin Donovan  
Trustee Emily VanEenwyk

Trustee Robert Fedele was absent

Also present was: Village Administrator Cortney Gale

**Approval of Bills**

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

**Approval of Minutes**

A motion to approve the meeting minutes of November 8<sup>th</sup> 2017 was made by Trustee Almquist and seconded by Trustee VanEenwyk. The motion was carried by a unanimous vote:

**Mayor's Report**

**Grants**

- I am continuing to investigate the possibility of an applicable project for funding through the New York State Archives and the New York State Local Government Records Advisory Council Local Government Records Management Improvement Fund (LGRMIF) grants for 2018-2019 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 Youth Bureau paperwork for reimbursement from grant for the summer recreation program has been completed and submitted.

**Tree Lighting**

- Thank you to everyone who participated in the Annual Tree Lighting; the event was enjoyed by all! Twenty seven trees were decorated for all to enjoy. There have been many positive comments, thank you notes have been sent to Fire Department, band and chorus members, Clauses, Underground, School of the Arts.
- There will be articles in the Batavia Daily and Suburban News about the celebration.

**Leadership Genesee**

- On November 15<sup>th</sup> I attended the Education and Lifelong Learning session of Leadership Genesee. We started the day at the Elba school building listened to a panel of educators on the topic of education in Genesee County, were involved in an activity involving educational opportunities in Genesee County, then visited Genesee Valley Educational Partnership, NY School for the Blind in Batavia, and the Richmond Library. Very informative day.

- Unfortunately, due to my mother's illness, I was not able to attend the final session on 11/29 or graduation on 11/30, but I have received my diploma for the year! Thank you for the opportunity to attend.

#### **Farmers Market**

- The committee was not able to meet on 11/20, another meeting will be scheduled. I am continuing to reach out to discuss a path forward for the market. 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.

#### **Tree City/Growth Award**

- I have completed and submitted the Tree City application on behalf of the village for 2017, and am now working on the Growth Award application.

#### **Website**

- Jim Kane and Susan Gilday met with Cortney Gale and me to review sample websites prepared for discussion. The format of the site is crisp, easy to read, and very user friendly.

#### **Meetings, etc.**

- Legislator Bob Bausch and I met to discuss the county water agreement and housing on December 1, we will review the information in executive session.

### **Administrator's**

#### **Electric/Sewer Bills**

- Electric bills were due on December 11<sup>th</sup>. Sewer bills were due November 30<sup>th</sup>.
- The new bucket truck has not been delivered yet.
- Bonduelle didn't shut down until December 5<sup>th</sup> this year, which is much later than usual. This will really help out income for the year.
- GCEDC requested information on pole locations in Apple Tree Acres; they may want to put a new road in from route 19.
- There were a few people that we had to send to collections for not paying their electric bills.

#### **Website**

- The Mayor and I met with our web developers Jim Kane and Susan Gilday today to review the preliminary design. They've done a very good job.

#### **Sign Law**

- Due to the changes that need to be made to the proposed sign law because of a Supreme Court ruling it is required that we have a new public hearing.

#### **Office**

- Deputy Clerk Barb Zinter helped Gary gather information to submit for a sewer grant. She is working on November bank statement reconciliation, sales tax and will begin working on end of calendar year 1099s and w-2s as well as buyout payments.
- Deputy Treasurer Rene Vurraro has revised the Sign Law, and worked on receivables. Winter electric shutoff procedures have started so she must send every name on the shut off list to social services.
- The Office will be closed on December 22<sup>nd</sup>, 25<sup>th</sup>, and 29<sup>th</sup> as well as January 1<sup>st</sup>. We will also have a half day on December 21<sup>st</sup>.
- The Bond Anticipation Note (BAN) is going up for renewal on January 18<sup>th</sup>. Municipal Solutions will hold a bid for the BAN, the lowest interest rate will be awarded the note. The BAN will be callable, which means if we decided to go out for long-term financing after 6 months we can cancel the BAN.
- I have a draft done on the budgets for fiscal year 2018-2019. Gary and I will be meeting to fine tune it after the holidays. The Board should set a date for us to present it in early to mid-January.

#### **Miscellaneous**

- On November 17<sup>th</sup> we performed fire inspections on our apartments, looked for any damage or things that need to be renovated. It went very well. The apartments are in good condition and are being taken care of.
- Ordered a memorial bench for Barry Miller to be put by the library.
- I have been working on the renewing of our disability insurance; the price went up slightly due to the inclusion of Family Leave.
- The Tree Lighting went very well; it's a great community event. We were able to get all 27 trees reserved. There were articles in the Batavia Daily News and Batavian.
- I sent in the Workday Resolution on October 30<sup>th</sup>, it had to be advertised for 30 days before I sent it.
- Employees are using the rest of their time off, so we'll have a lot of people off this month.

### **Historian**

I began the month with a visit on Nov. 3 from Jack Loghry and his step-son. Jack is from Scarsdale, NY and is the grandson of Will Davy. Davy had a wagon making shop around the turn of the century, where Mike's Gym is now located. That Friday was an energy filled day for Tracy Miller and me. Tracy and Jack were boyhood pals. Jack spent most of his early Summers in Bergen and lived with the Davy's. That home is now the Almquist home. Vicky graciously admitted us into her home for Jack's inspection. The window box in the dining room was his first stop. His toys were kept in it during his stay. He also remembered the house next door where his Auntie Ethel lived. Her cookie jars were full, most of the time, with delectable cookies, Jack remembered. Jack provided many photos of his friends and family. A stop was also made at the Museum barn by Jack. He had made an appointment through the Town Clerk to see the buggy made by his grandfather's business on display in the barn.

On Nov. 6 I attended a meeting of Genesee County historians at the History office in Batavia. We had a presentation and discussed meetings in the future.

On Nov. 14 the historians met at the LeRoy House for a tour of a display on "Women's Suffrage" given and prepared by Lynn Beluccio. I am aware that Gertrude Tone was an active member of the Buffalo Suffrage group. Her husband's family lived in Bergen and most are buried in Mt. Rest Cemetery, however, not Frank (Carborundum fame) or his wife, Gertrude. Their famous son, Franchot Tone, visited his uncle, Thomas, and grandmother often in Bergen. Further study is continuing on the Tone family.

### **Privilege of the Floor**

None

### **Trustee Concerns**

Trustee VanEenwyk brought up the brightness of the Bergen Fire Department sign.

Trustee Donovan discussed the Black Creek Watershed meeting and gave the Board a Memo of Understanding for the Black Creek Watershed Management Plan.

Trustee Almquist would like there to be a coat rack in the Sage Pavilion.

### **New Business**

#### **Sign Law Public Hearing Date**

A motion was made by Trustee Almquist and seconded by Trustee Donovan to schedule the public hearing on January 10<sup>th</sup> at 6:45pm. The motion was carried by a unanimous vote.

#### **Bergen Energy Efficiency Program Options**

The Board discussed some possible additional programs for BEEP, including programmable thermostats, LED televisions, and air conditioners.

## Old Business

### **Website Update**

Mayor Barclay and Mr. Gale updated the board on the progress of the new website and presented them with the preliminary design.

### **Executive Session**

Mayor Barclay requested an executive session to discuss the Genesee County Water Contracts.

A motion was made by Trustee Donovan and seconded by Trustee Almquist. The motion was carried by a unanimous vote. The Board entered executive session at 8:10pm

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

The meeting was adjourned at 8:41pm

Respectfully submitted,

Cortney W. Gale  
Village Administrator