

**Regular Meeting  
Of the Board of Trustees  
Of the Village of Bergen at  
7:00pm on June 14<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 Robert Fedele  
Trustee Emily VanEenwyk

Also present were: Village Administrator Cortney Gale, DPW Supervisor Gary Zawodzinski, Sheriff Deputy Delong, Sheriff Deputy Saile, George Hoke, and Don Kunego.

**Approval of Bills**

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

**Approval of Minutes**

A motion to approve the meeting minutes of May 24<sup>th</sup>, 2017 was made by Trustee Fedele and seconded by Trustee Donovan. The motion was carried by a unanimous vote.

**Mayor's Report**

**Grants**

- Administrator Gale and I attended the Regional Economic Development Council training workshop at MCC on 5/25 that provided an overview of the Consolidated Funding Application (CFA) process. We attended the breakout session focused on the Main Street grant. Downtown property owners have been contacted as to their participation in the application process, support letter requests have been sent out, and I am currently working on the application itself (due 7/28/17).

**Park Committee**

- Members of the committee have distributed disc golf tournament flyers throughout the area, player pack materials have been ordered.
- Committee members will be weeding and mulching the butterfly gardens near the community garden and Ward Park.
- 10,000 honey bees are now thriving in the hive behind the WWTP
- David Catalino has joined the committee.

**Bergen Community Farm Market**

- We are ready for the grand opening on June 15<sup>th</sup>, 4-7 Hickory Park.

**Governor's Shared Services Initiative**

- Jay Gsell will be presenting information about the Genesee County committee at the GAM meeting in East Bethany on June 15<sup>th</sup>.

**Bergen Park Festival**

- A huge thank you to the village staff for preparing Hickory, and all village parks, for the event (and for the season). The parade and the festival were well attended; vendors, games, food, Bergen's Got Talent, firework display and music were enjoyed by all.
- Thank you Park Festival Committee of the BBKA who worked to put the festival together.

#### **Start-Up Genesee "Think & Drink" Entrepreneurial Series/Walking Tour**

- Administrator Gale and I are working with the GCEDC and members of Start-up Genesee to plan this event for the village.
- Start-Up Genesee will hold the next "Think & Drink" event on Thursday, June 22 from 4 p.m. to 6 p.m. Participants will meet at the Bergen Village Hall, 11 North Lake Avenue, and be prepared for an entrepreneurial walking tour.
- The theme of the event is "Doing Business on Main Street- An Entrepreneurial Walking Tour" that will provide attendees the opportunity to tour the successful Bergen business district, tours of existing space for sale and lease, a recreational trail tour and a stop at the Bergen farmer's market in the park.

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

- Suggestions for community garage sale 2018 – more signage, longer hours
- Thank you to our office staff as they complete end of the year reports, and the DPW for the great job being done throughout the village.

### **Administrator's**

#### **Electric/Sewer**

- Electric bills were due June 13<sup>th</sup>.
- CUSI is still working on implementing our new Electric and Sewer Bill template. We are getting close to completion. We will do a test run to hopefully catch any problems there may be.
- Bonduelle is off to a slow start this year due to a wet spring, which will affect revenue. Hopefully the weather cooperates and crops grow well.
- There has been no additional information on the Bonduelle land sale. I notified them that we have a new village attorney.
- The Fixed Rate Transmission Congestion Contract (TCCs) invoice is in the bills in the amount of \$859.41 which is extremely low. Other municipalities pay tens of thousands of dollars. TCCs are like an insurance policy if there becomes a problem with electric transmission lines and power has to be rerouted to our system.

#### **Office/Accounting**

- Our primary focus is working on closing fiscal year 2016-2017, completing the Annual Update Document (AUD), Public Service Commission (PSC) Annual Report and the three Energy Efficiency reports that also go to the PSC.
- We are working with accountant Bob Fox for the Sewer and General funds, he may not have to come to the office this year. Bill Frietag from BST & Company will be in the office to work on electric accounting August 2<sup>nd</sup> and 3<sup>rd</sup>.
- Deputy Treasurer Rene Vurraro has been working with CUSI to implement the new utility bills as well as processing incoming property tax payments. She is also preparing electric accounting information to close the fiscal year and to provide Bill Frietag.
- Deputy Clerk Barb Zinter is doing the lion's share of the accounting work, which takes a considerable amount of time. She also has completed the May bank reconciliation, performed regular journal entries, submitted the sales tax report, input electric inventory, and completed the uncompensated absence report.
- Barb and Rene are working together to reconcile consumer deposits, Bergen Energy Efficiency Program, and accounts receivable between our accounting and billing software.

#### **Miscellaneous**

- The MEUA Western Regional meeting is June 28<sup>th</sup> in Wellsville if anyone is interested in going. Linemen Joe Chimino, Matt Sluberski and Nick Booher will be attending.
- It's time to consider attending the New York Conference of Mayor's Fall Training School, which will be held in Saratoga Springs again this year. The conference takes place September 11-15 at the Saratoga Hilton.
- I have been assisting the Mayor on a number of projects, Disc Golf Tournament, Think and Drink Entrepreneur Walk, Park Festival, and Main Street Grant. It's a busy time of year.

### **DPW Supervisor's Report**

#### **DPW and Parks**

Community Action day and Park day seems to have been a great success. The playground area was spruced up with the addition of new wood chips. The community Garden is complete and planting has begun. There were bushes installed and new mulch added to the sides and front on the outside fence areas, sprucing this up. The area next to the path in Hartland park was weeded and mulched. The area where the Water Authority removed the tank has been landscaped and we need to get some grass growing. Scheduled debris pickup was accomplished this week; we should be back to our regular twice monthly pickups after a busy spring cleanup. Sage Pavilion is coming along; we are working as much as we can in between other activities. Inside doors are all installed and toilets were set today. Finishing installing everything in the bathrooms will continue and then trim work. With some other finishing touches, this will pretty much finish up the inside. Then work can begin on the outside of the building. Mowing has been a challenge with the wet spring and thanks to the Town giving us some help we seemed to be caught up. The Fountain was cleaned and is operational. All streets have been swept a couple of times and will continue as needed.

#### **Electric**

Work is completed on the upgrades of electric with poles installed, new wires that run down South Lake to McKenzie. The area from South Lake thru the Hartland Park area to McCabe is next. Tree trimming has been ongoing as well as the linemen completing a lot of mowing and other maintenance task.

#### **WWTP**

The screw press installation has been a success with over 50,000 gallons processed so far. This equates to about 4 days of shipping material that would have cost over \$10,000. We have a computer issue at the plant, new parts are ordered, we are still operational, it appears the old router that is there maybe emitting some variable electronic pulses. The two units right after the router were affected and are being replaced. A filter has been installed to mitigate this but a new router may be needed as well. Composting will begin shortly, we are waiting on getting the blower needed for this operational and then the solids from the screw press will be mixed with wood chips and mulched. Finally, when we were installing the screw press, I looked at our plant scoring as to our NYSDEC permit and classification of our plant. I conferred with Chris and Bruce and we scored the facility a 3A facility, we are currently a 2A. I asked Eric Weiss to do the same and this week, he concurs we are a 3A. We will need to modify our permit and get Chris training and a higher certification.

Generally, there is a lot going on at the moment and we are doing our best to complete projects and keep up with normal maintenance.

### **CEO/ZEO**

Inspections 18  
Permits Issued 2  
C.O/C.C Issued 3  
Zoning Complaints Filed 2  
Zoning Complaints Resolved 2  
Fire Inspection 7

**Privilege of the Floor**

None

**Trustee Concerns**

Trustee VanEenwyk – There is a pothole on the corner of Rochester and Clinton Streets that is getting larger. She is preparing two field trips for the summer recreation program.

Trustee Fedele – Would like to have more room for the car show at Bergen Park Festival.

Trustee Donovan – Is concerned about the erosion of the shoulder on Gates Street into Minnie Creek.

Trustee Almquist – The library mural dedication is June 27<sup>th</sup> at 6:00pm

Mayor Barclay – Is organizing a senior citizen information event at the Sage Pavilion.

**New Business**

**Resolution 7 of 2017 – Main Street Grant Application Submittal**

**RESOLUTION TO SUBMIT A NEW YORK MAIN STREET GRANT APPLICATION**

**WHEREAS**, the New York State Office of Community Renewal (NYSOCR) is offering New York Main Street grants of up to \$500,000 through the Consolidated Funding Application (CFA); and

**WHEREAS**, the New York Main Street program provides funding for restoration or improvement of housing, commercial areas and public and community facilities; and

**WHEREAS**, the Village of Bergen is an eligible applicant for the New York Main Street program; and

**WHEREAS**, the Village of Bergen would like to apply for a grant under the New York Main Street Program to renovate buildings in the Village’s downtown; and

**WHEREAS**, municipalities in which New York Main Street projects are located are required to provide a resolution supporting the application for funding;

**NOW THEREFORE, BE IT RESOLVED**, that the Village of Bergen Board of Trustees does hereby enthusiastically support the submission of an application to the 2017 New York Main Street Program for up to \$500,000.

**Hartland Subdivision Speed Issue**

Genesee County Sheriff Deputies Saile and DeLong were in attendance to discuss the speed issue in the Hartland Subdivision, specifically Kaymar Drive. The Deputies will post unmarked cars in the area to ticket offenders. They accompanied residents of Kaymar Drive home to see the area.

**Old Business**

**Comprehensive Plan Implementation – Transportation and Utilities**

The Board reviewed the section of the Comprehensive Plan that pertains to Transportation and Utilities to determine if there has been any progress in those areas.

**Adjournment**

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

The meeting was adjourned at 9:00pm

Respectfully submitted,

Cortney W. Gale  
Village Administrator