

**Regular Meeting
Of the Board of Trustees
Of the Village of Bergen at
7:00pm on July 12th 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 was Village Administrator Cortney Gale

Approval of Bills

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

Approval of Minutes

A motion to approve the meeting minutes of June 28th 2017 was made by Trustee Fedele and seconded by Trustee Almquist. The motion was carried by a unanimous vote:

Mayor's Report

Grants

- The final initiative for the Clean Energy Communities Program through NYSEERDA, Energy Code Enforcement Training – Train compliance officers in energy code best practices and demonstrate compliance, has been completed and submitted.
- Participant paperwork is being collected for the Main Street Grant application, base information has been completed and I will continue to work to complete the application.

Bergen Community Farm Market

- Shopping bags advertizing the market will be sold each week. Vendors will continue to be added in the following weeks as word gets out as to the numbers of folks attending.

Governor's Shared Services Initiative

- The draft of the present and potential county wide shared service activities for review by county towns and village has been sent out. We will consider the list at tonight's meeting and comment back.

Senior Appreciation Day

- I have applied for funds to help defray the cost for this event scheduled for October 28th, 2017. Wegmans has donated a gift card.

Park Committee/Tree Board

- Meeting was held July 5, we discussed final arrangements for Disc Golf Tournament to be held July 15. All members will be working at the event. There are 24 golfers registered.

Other meetings attended, Etc.

- Cortney Gale and I had a conference call with Mark Boyland (village attorney) concerning Bonduelle property, village property pieces to consider selling, and village procurement policy.

- Erik Stein came in to discuss participating in the Main Street Grant process if he purchases a village building.
- I met with Marty Dilcher (Dilcher's Excavating and Contracting) to discuss a billing concern.

Administrator's

Electric/Sewer

- Electric payments and shutoff payments were due Tuesday July 11th. New bills will be mailed on July 21st, hopefully with the new bill template.
- Sewer bills will be mailed on August 1st probably on the old bill format.
- I am nearly finished working on the three reports required by the Public Service Commission for the Bergen Energy Efficiency Program (BEEP). The program continues to run well and is a benefit to the community. Last fiscal year we took in \$28,726.22 through the .001¢ add on to the electric rate and have given out \$29,415.47 in rebates.
- There were no shut offs this month and we had a record low in electric penalties (for paying late) with \$119. Many of our customers that are usually late are paid up.
- I met with the owners of The Firing Pin to discuss installing a security light at their business. Our tariff will need to be updated when the Public Service Commission releases the rates to charge for LED lights.

Office/Accounting

- We are still working on closing fiscal year 2016-2017, completing the Annual Update Document (AUD), Public Service Commission (PSC) and are doing quite well.
- Deputy Clerk Barb Zinter has been working closely with accountant Bob Fox. She has completed the Federal 941 Quarterly Tax Return, New York State 45 Quarterly Combined Withholding, Wage Reporting, and Unemployment Insurance Report, and the County 2nd Quarter Payroll Report. Barb is transitioning the work order processing to the new rates suggested by accountant Bill Freitag.
- Deputy Treasurer Rene Vurraro was on vacation last week. She has been working on accounts receivable, property taxes, and electric payments. She continues to work with billing software company CUSI to finish the electric bill template. Rene is having difficulty because the representative helping us doesn't believe doing the sewer bill and e-bill is in the contract. So, we will be contacting his supervisor to discuss.

Miscellaneous

- To date we have received 91% of property tax payments leaving only \$34,633.83 remaining to collect.
- The 2nd Annual Chuckfest golf tournament is Saturday, July 15th we are in good shape with 25 participants.
- The Summer Recreation Program starts Monday July 17th. We currently have 12 signed up. Many people sign up when they bring their kids.
- The Town of Riga completed their energy audit which completes our joint Energy Code Enforcement Training. This is the last piece we need for the NYSERDA Clean Energy Communities Program, once approved we can proceed with the grant application.

DPW Supervisor's Report

DPW and Parks

- Sage Pavilion is still coming along; the bathrooms are set and the building will be used for the Disc Golf tournament. Drop Inlets are repaired in the subdivision, Summer business as usual lawn mown etc.

Electric

- Work started Monday on the sub division electric line injection, seems to be going well..

WWTP

- Bruce and Chris are busy pumping septic tanks.

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. Vacations and the short week last week slowed us down a bit.

Privilege of the Floor

None

Trustee Concerns

None

New Business

Genesee County Shared Service Plan

The Board reviewed the ideas for the shared services plan that was provided by the Genesee Association of Municipalities.

Old Business

Comprehensive Plan

The Board reviewed the section of the plan that discusses Government and Community Services. The next and last section is Historical Resources.

Executive Session

A motion to enter into executive session to discuss employee matters was made by Trustee Fedele and seconded by Trustee VanEenwyk. The motion was carried by a unanimous vote. The Board entered executive session at 8:25pm

A motion to exit executive session was made by Trustee Fedele and seconded by Trustee Almquist. The motion was carried by a unanimous vote. The Board exited executive session at 8:56pm

Adjournment

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

The meeting was adjourned at 8:57pm

Respectfully submitted,

Cortney W. Gale
Village Administrator