

**Public Hearings & Regular Meeting
Of the Board of Trustees
Of the Village of Bergen at
6:30pm on April 25th, 2018**

Public Hearings

The Mayor opened the public hearing for the 2018-2019 Sewer, General, and Electric budgets at 6:30pm with no public present. There were no comments. Mayor Barclay closed the hearing at 6:45pm

Mayor Barclay opened the public hearing for the Re-Organizational document at 6:45pm. There was no public present and no comments. The Mayor closed the hearing at 7:00pm.

Regular Meeting

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, Code Enforcement Officer Ken Kuter, Byron Bergen School Superintendent Mickey Edwards, School Board President Deborah List, School Business Manager Lori Prinz, and School Board member Kim Carlson.

Approval of Bills

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

Approval of Minutes

A motion to approve the meeting minutes of April 10th, 2018 was made by Trustee Donovan and seconded by Trustee Fedele. The motion was carried by a unanimous vote:

Mayor's Report

Farmers Market

- At the April 9th meeting, updates were shared by subcommittees: vendors (we have several signed on including a weekly food truck), fundraiser letters have been sent out to organizations, weekly entertainment is scheduled, an EIN has been established, signs have been made up to advertize, and a checking account has been opened.
- I am planning to meet with the managers of the market in the next week or two to review their responsibilities. The market will run from June 28 – September 27, Thursdays, 4-8pm at Hickory Park.

NYSERDA

- I have completed and submitted the Milestones Payment Table for the Clean Energy Communities program grant. As soon as the final contract is received and signed, materials for the project can be ordered.

Veteran Memorial and Hickory Park Entrance

- Over 50 bricks have been purchased for the veterans' walkway along the memorial. The spreadsheet has been sent to the engravers for the first group; these will be installed in time for the dedication. Orders will be taken on a continual basis.
- Electric has been installed for lighting at the memorial, groundwork is completed for the concrete pad, and the brick bench is almost complete.
- Much of the work and materials has been donated to the legion; the legion is still working on fundraising for portions of the project.

Park Committee

- At our April 4 meeting, we met with disc golf players from the village who will be helping out with the tournament this year (Saturday, July 14). We are looking for someone to run the tournament this year; Doug McIver is not able to do so.
- Tyler Coats, Boy Scout working towards his Eagle Scout, described a flag pole project he would like to organize for Ward Park. He will be contacting Gary Z to discuss.

Recycling Grant

- We were turned down for the grant for recycling containers for Hickory, Hartland, and Carpenter Parks.

Meetings, etc.

- BBCA – Park Festival Committee Meeting – plans continuing
 - Monthly meeting was held at Little Guppies ChildCare – tour and description of program hosted by owner Amy Hathaway
- I have been working with several individuals who are interested in opening businesses in the village
- NYMIR – Participated in a video interview concerning the insurance support we received from NYMIR after the toxic event in our WWTP
- Visited candidates for Day of Caring help with Amy Swanson (Office for the Aging)
- Wrote a request letter for funding support for a rebuild of the lift station on Rochester Street
- Attended Transfer Station Information Meeting at town hall
- Chip Miller – Mural artist was contacted and will be coming to the village to repair the Tulley mural
- Received an email from John Prospero that the Gillam Grant bus will be picking up and dropping off children for camp at Hickory Park over the summer
- Mickey Edwards (BBCS superintendent), Roger Caldwell (BBCS Buildings and Grounds supervisor), Ernie Haywood (town supervisor) and I met to discuss working together on common interests. These meetings will take place every three months.
- Vickie Almquist and I Attended the 100th anniversary celebration on April 2 of Delia A. Phillips made news by being the first woman to vote in an election in Le Roy, NY.
- Participated in a conference call with Marla Iverson Strategic Planning Facilitator for a planning survey and discussion for the BBSD.
- Met with Chris Sardou to plan retirement dinner

Administrator's

Electric/Sewer

- Electric bills were mailed today and are due May 15th. We had an unusual month for electric billing, we disconnected power to five residences due to no payment. Everyone usually pays after the letter or red notice placed on their door. All payments were made and power restored before the end of the day.
- The sewer bills will be mailed out on May 1st and are due May 30th. Any current balances due that are not paid by April 30th will go to the county. To date we are owed \$36,215.94.
- I have been working on Bergen Energy Efficiency Budget and looking for new programs to add that would help the community.

Refuse/ Sewer Bids

- The bids for refuse collection were opened on April 13th. There were only two bids, Waste Management's was \$79,920 and Boon & Sons was \$78,975. I recommended that the Board awards the bid to Boon & Sons. We are currently paying \$71,150.
- We will have to raise the amount that residents pay per year to cover the increase cost.
- The bid opening for sewer tank pumping bid was March 16th the only bidder was AD Call.

Office

- Deputy Clerk Barb Zinter has been working on training and achieving the necessary status required to submit retirement reports online. She compiled costs associated with Storm Mutual Aid and invoiced the appropriate companies. Barb completed payroll information requested by Genesee County for Workers Compensation and certification, created the April Newsletter, updated Waste Water Treatment Plant Daily Monitoring spreadsheet, and is keeping track of the Veterans Memorial Walkway brick requests and Community Garden applications as well as regular monthly reports and submittals.
- Deputy Treasurer Rene Vurraro has been training on the new retirement reporting system, preparing sewer arrears to go to the County, cleaning up reports for end of year reports, and updating Sage Pavilion forms. Rene is working on updating the Zoning Law and reports that the Planning Board will have a document pertaining to fences to the board for review in July. She audited the electric receivables and they are \$3,726.02.

Retirements

- Enrollment paperwork and checks have been sent to MVP for Bruce Partridge and Joe Chimino's retirement health insurance. Due to Teamster Benefit Insurance rules they will be covered under our regular insurance through June 30th.
- Bruce's last day is the 29th but that's a Sunday (he's covering the plant) but his real last day is the 27th. Joe's last day is May 30th.
- We are having a joint retirement party for them on Wednesday June 6th at the Viking Valhalla.

Miscellaneous

- The website is finally complete and running well. I would urge everyone to take a look and sign up for our email information notices to stay up to date on Village happenings.
- The NYMPA meeting is May 30th if anyone would like to come with the Mayor and me. There's a lot of stuff happening!
- Trustee VanEenwyk and I interviewed a great candidate for Summer Rec Coordinator; unfortunately she is unable to take the job.
- The Mayor, Rene, Barb and I have discussed and investigated options for the Zoning Board.

DPW Supervisor's Report

DPW/Parks

- We have installed all the new signs -Town of Bergen Welcome sign, Hickory Park, Community Garden and the repainted Disc Golf Sign.
- The American Legion New Veterans Memorial in Hickory Park is under construction. It should complete in time for Park festival.
- The Community Garden plots have been cleaned; new compost added and is ready for planting.
- Bollards for the back and front parking lots at Tulley have been installed.
- The large pile of brush at the sewer plant has been ground into chips; this was completed by the grinding company that works for the Scott's plant with an estimated real savings to the Village of \$12,000.
- Chris attended BEE 101, we have new bee hives, they are painted and we are awaiting a call to pickup bees.

Electric

- The linemen have been preparing for summer and assisting in DPW work.

- The linemen attended safety training on Monday of this past week.
- Infrared Scanning of the lines for hot spots has been ongoing; this is for finding problem spots for summer repair.
- Tested big account commercial meters
- Additional tree trimming is ongoing

Waste Water Treatment Plant

- We all need to well wish Bruce Partridge as his last day is this Friday; we thank him for his 35 years of dedicated service.
- The new screw press and composting are going well.
- The New Regulatory Fecal Coliform discharge limit is 100 and the testing to date has our discharge at levels lower than 10, we will continue monitoring and we have notified the NYSDEC that if this shows we are meeting the discharge limit we would like to take the “ do nothing approach “ . This is part of our EFC grant and testing will continue until we and the NYSDEC agree that we have accumulated enough data to justify this conclusion.
- All permeate pumps are repaired and up and running.
- Parts have been ordered for the spare RAS pump; this will be installed and swapped with the pump in service .This will be cleaned, preventive maintenance accomplished and ready as the spare.
- An Effluent auto sampler has been purchased using the EFC Grant funds, and is being installed.
- We have identified major issues with the Rochester Street lift station, there is currently only one operating pump at this lift station, there is a regulatory need to have a primary and backup, we do have a backup pump and are working toward being able to install. In the meantime, The Mayor has written to Senator Ranzenhofer’s office for grant funding to rebuild this lift station, the estimated cost is close to \$100,000.

CEO/ZEO

Number of Inspections	12
Number of Building Permits Issued	3
Number of Building C.0 / C.0 Issued	0
Number of Zoning Complaints Filed	0
Number of Zoning Complaints Resolved	0
Number of Appearance Tickets Issued	0
Number of Fire Inspections	4

- Have been working with the property owner at 21 South Lake Ave , this building is vacant, with many apparent property maintenance violations, after many verbal attempts to correct the violations there has been no forward progress.
- I have submitted an unsafe building report to the Village Administrator for your review and action per Village of Bergen zoning requirements. Notice and Order to Remedy documents have been sent certified mail to the current owner.

Historian

- On March 8, Thursday at 7 pm I attended a meeting at the Morgan- Manning House. The subject of the talk was the Brockway family, for which Brockport was named. The Erie Canal, and its barges played a big part in the talk. Brockway's owned the East side of the town and another person owned the westside.
- On March 17, I spoke at the Triangle Club about the Will Davy Carriage Shop.
- Day to day operations has been filled with adjusting to sharing an office with Gary. A new built-in desk will arrive in a month or so and then I can call it home.
- I am including a piece of info from last month because I wrote my summation before the experience happened. On March 19, I received a call from Teresa Whalin asking for info on the fire department to use at the banquet

on March 24. I spent about an hour with her going through the fireman's file. She was delighted with the results. Her calls to contact the Town historian were not returned.

- April 17, I attempted a second approach to visit the Genesee Co. historian's office and found them in. I was looking for evidence of Bergen's voting in 1918 of the first woman to vote in our town. Many towns in the county mentioned their women voters, but not Bergen. It seemed that Bergen did not have strong leaders in the fight for voting, but we were very good followers.
- While at the county historian's office, I did find an interesting tidbit that Bergen was called "Check-a-nan-go" by the Indians. It translated to "Black Creek". The name Bergen came from Bergen, Norway, which I had known from other sources. Of course, we put our own twist on its pronunciation.

Privilege of the Floor

None

Trustee Concerns

Trustee Almquist asked that her neighbor be put on the list of yards that need to be repaired from snow plow damage.

Trustee Donovan asked that the board set a time to tour the sewer plant. He also discussed sending information about the reviewed Comprehensive Plan to the Town.

Mayor Barclay added that contacts need to be made to update the Emergency Plan.

Trustee Fedele attended the Health and Safety meeting at the school.

Trustee VanEenwyk asked if we should continue to review the Comprehensive Plan, especially during meetings where we have little on the agenda. She also contacted Gilliam Grant regarding where Village funds are spent.

New Business

Byron Bergen Central School Budget Presentation

Byron-Bergen Central School Superintendent Mickey Edwards and Business Manager Lori Prinz presented the schools budget.

2018-2019 General, Sewer, and Electric Budgets

A motion was made by Trustee Fedele and seconded by Trustee Almquist to approve the 2018-2019 General, Sewer and Electric Budgets. The motion was passed by a unanimous vote.

Re-Organizational Meeting

Appointment of Officers

- **Administrator with Clerk/Treasurer duties: Cortney W. Gale**
- **Deputy Clerk: Barbara Zinter**
- **Deputy Treasurer: Rene Vurraro**
- **Fire Marshal, CEO/ZEO: Kenneth Kuter**
- **Village Historian: Raymond S. MacConnell**
- **Deputy Mayor: Kevin Donovan**
- **Millseat Landfill Citizen Action Board: Virginia Adams**
- **Official Newspaper: Batavia Daily News**
- **Official Depositories: Bank of Castile**
- **Village of Bergen Attorney: Boylan Law Office, LLP**
- **Village of Bergen Engineer: Clark Patterson Lee Associates**
- **Village of Bergen Accountants: EFP Rotenberg, BST & Co.**

- **Village Election Inspectors: Mary Ann Cooper, Constance Fiedler, Virginia Adams, Grace Gallivan, or any other trained inspector.**
- **Village of Bergen Insurance Provider: Lawley Genesee**
- **Village of Bergen Bond Council: Hodgson Russ, LLP**
- **Planning Board Member Kate Milliman**
- **Planning Board Member Heather Piper (to fulfill term of Christina Bergeron)**

Planning and Zoning Board of Appeals Meetings:

The regular meeting of the Village Planning Board will be the third Wednesday of each month at 7:00 p.m. in the Village boardroom. At the discretion of the Chairperson, the meeting may not be held due to lack of business before the Planning Board. The regular meeting of the Zoning Board of Appeals will be held the fourth Thursday of the month at 7:00 p.m. in the Village Office and will be held only when there is business before the Zoning Board of Appeals.

Park Committee/Tree Board

Tree Board and Park Committee will meet together the first Wednesday of the month at 7:00pm; the boards will consist of the same 5 individuals appointed by the Board of Trustees. The board is charged with developing and managing a comprehensive tree management program, being responsible for the care and management of the village trees, encouraging and promoting community involvement in public health, safety, general welfare through plant maintenance, as well as implement the 5 year Parks Master Plan for the Village of Bergen and promoting Village parks and activities.

Appointment of Registrar of Vital Statistics:

The Village appoints Town Clerk Michele Smith as Registrar of Vital Statistics. The Village also appoints any deputies the Town Clerk may have installed in office.

Sewer Arrears Releived:

Any unpaid sewer arrears as of April 30th, 2018 will be releived on the June 1, 2018 tax bills.

Mileage Rate:

The Mileage Rate will adjust to **.54** cents per mile.

Legal Notices:

All legal notices will be posted on the inside bulletin boards at the Village Office and Byron-Bergen Public Library as well as the Community Bulletin board in the Village Post Office. They will also be published in the official newspaper if necessary.

Bidding and Purchasing:

County and State bids will be used and accepted in lieu of competitive bidding, for complete procedures see the Village Procurement Policy.

Audit and Appropriations:

Pursuant to Village Law 5-524(5)&(6) the board of trustees may authorize the following claims for payment in advance of audit; payroll expenses, payments of principal and interest on lawful outstanding debt public, utility services, amounts being due upon lawful contracts, postage, freight and express charges of the Village of Bergen. All claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving same shall be jointly and severally liable for any amount disallowed by the Board.

Compensation of Representatives and Officials:

- Representative to CAB shall receive **\$25.00** per meeting
- Planning Board Chairperson shall receive **\$45.00** per meeting
- Planning Board Members shall receive **\$40.00** per meeting
- Zoning Board of Appeals Chairperson shall receive **\$45.00** per meeting
- Zoning Board of Appeals Members shall receive **\$40.00** per meeting
- Election inspectors shall receive **\$100.00** per day (noon – 9pm)

Holiday Observances**2018**

January 1	New Year's Day
February 19	President's Day
March 30	Good Friday
May 28	Memorial Day
July 4	Independence Day
September 3	Labor Day
November 12	Veterans Day
November 22 & 23	Thanksgiving
December 24 & 25	Christmas Eve & Christmas Day
December 31	New Year's Eve

2019

January 1	New Year's Day
February 18	President's Day
April 19	Good Friday
May 27	Memorial Day
July 4	Independence Day
September 2	Labor Day
November 11	Veterans Day
November 28 & 29	Thanksgiving
December 24 & 25	Christmas Eve & Christmas Day
December 31	New Year's Eve

Rules of Order:

The Village of Bergen Board of Trustees has elected to not abide by Robert's Rules of Order; instead it will adopt the following Rules of Order for meetings of the Board of Trustees.

PROPOSED RULES OF PROCEDURE**MEETINGS OF THE BOARD OF TRUSTEES****Regular Meetings:**

The Board of Trustees shall hold a regular meeting the 2nd Wednesdays of each month. Such regular meeting shall commence at 6:30 p.m. and be conducted in the boardroom in the Tulley Building. The Board of Trustees shall determine any deviation of the foregoing paragraph.

Special Meetings:

Special meetings of The Board of Trustees are all those Board meetings other than regular meetings. The Mayor or two or more Trustees acting together upon notice to the entire Board may call a special meeting. Notice shall be given by telephone, in person, or in writing at least 24 hours in advance unless an emergency exists.

Quorum:

A quorum shall be required to conduct business. A quorum of the (5) member board of trustees shall be (3) three. In the absence of a quorum, a lesser number may adjourn and compel the attendance of the absent members.

Executive Sessions:

Executive sessions shall be held in accordance with the NYS Public Officers Law 105. All executive sessions shall be commenced in a public meeting.

Agendas:

- The Administrator at the direction of the Mayor shall prepare the agenda. The Mayor or any Trustee may have an item placed on the agenda.
- The public may make a written request stating the specific matter to be addressed, to the Mayor to have a matter placed on the agenda.
- The Mayor will advise the Administrator whether to place such matters on the agenda.
- When possible, items for the agenda shall be given to the Administrator at least 24 hours before the meeting; however, items may be placed on the agenda at anytime upon the discretion of the Mayor.
- The agenda will be prepared and emailed to board members no later than 5:00 P.M. the day before the meeting.
- If necessary, a supplement agenda shall be distributed at the beginning of the meeting.
- Items may be placed on the agenda at anytime, including during the meeting by a majority vote of the board.

Voting:

- Pursuant to Village Law each member of the Board shall have one vote. The Mayor may vote on any matter but must vote in case of a tie.
- A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State law.
- An abstention, silence or absence shall be considered a negative vote for the purposes of determining the final vote on a matter.
- A vote upon any question shall be taken by ayes and nays, the names of the members present and their votes shall be entered in the minutes or reflected as unanimous vote.

Minutes:

- Minutes shall be taken by the Administrator or any other person designated by the Mayor.
- Minutes shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.
- Minutes shall be taken at executive session of any action that is taken by formal vote which consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law.

Minutes shall also include the following:

- Name of the Board
- Date and time of meeting
- Notation of presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment
- Name and title of other village officials and employees present and will approximate number of attendees

- Time of adjournment
- Signature of Administrator or person who took the minutes if not the Administrator

Minutes shall not contain a summary of the discussion leading to action taken or include verbatim comments unless a majority of the Board shall resolve the Administrator to do so. Minutes shall be approved at the next board meeting. Amendments to the minutes shall require Board approval.

Order of Business:

- Call to order
- Roll Call
- Approval of Bills
- Approval of Minutes
- Report of officers and committees
- Privilege of the Floor
- Trustee Concerns
- New Business
- Old Business
- Adjournment

General Rules of Procedure:

- The Mayor shall preside at meetings. In the Mayor's absence the Deputy Mayor shall preside.
- The Village Board will abide by the Open Meeting Law. Robert's Rules of Order will not govern the Board of Trustees' meeting.
- The presiding officer may debate, move and take other action that may be taken by other members of the Board.
- Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking.
- Motions require a second.
- A member, once recognized shall not be interrupted when speaking unless it is to call him/her to order.
- If a member, while speaking, were called to order, they should cease speaking until the question of order is determined, and, if in order, he shall be permitted to proceed.
- There is no limit to the number of times a member may speak on a question.
- Motions to close or limit debate may be entertained but shall require a majority vote.

Guidelines for Public Comment:

- The public shall be allowed to speak only during the Privilege of the Floor period of the meeting or at such other time as a majority of the Board shall allow.
- Speakers may only address items on the agenda unless otherwise determined by the presiding officer.
- The presiding officer must recognize speakers.
- Speakers must limit their remarks to five (5) minutes on a given topic, or as shall be otherwise determined by the presiding officer to keep the meeting orderly and allow time to attend to all of the matters on the agenda.
- Speakers may not yield any remaining time they may have to another speaker.
- Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, for the purpose of clarification or information.
- All remarks shall be addressed to the Board as a body and not to any individual member thereof.
- Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

- Interested parties or their representatives may address the Board by written communications. The Administrator - clerk/treasurer shall present all such communications to the Board at the next regularly scheduled meeting.

Adjournment:

Meetings shall be adjourned by motion.

Amendments to the Rules of Procedure:

The foregoing procedures may be amended from time to time by a majority vote of the Board

ADVANCE APPROVAL OF CLAIMS

WHEREAS the board of trustees has determined to authorize payment in advance of audit of claims for public utility services, payroll expense, debt service, lawful contracts, postage, freight and express charges; and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows.

Section 2. That this resolution is effective immediately.

RESOLUTION FOR ATTENDANCE AT SCHOOLS AND CONFERENCES

WHEREAS there is to be held during the coming official year a) the New York Conference of Mayors Annual Meeting and Training School; b) the New York Conference of Mayors and Fall Training School for Fiscal Officers and Municipal Clerks; c) the New York State Conference of Mayors Public Works School; d) Government Finance Officers Training School; e) MEUA Annual Conference for Municipal Employees and DPW Employees, and

WHEREAS attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers and employees are authorized to attend said meetings, conferences or schools:

- **Administrator**
- **Deputy Clerk**
- **Deputy Treasurer**
- **DPW Supervisor**
- **Mayor**
- **Board Members**
- **CEO/ZEO**

Section 2. That this resolution is effective immediately.

RESOLUTION FOR MILEAGE ALLOWANCE

WHEREAS the board of trustees has determined to pay a fixed rate for mileage as reimbursement to Village Officers and employees who use their personal automobiles while performing their official Village duties;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees will approve reimbursement to such officers and employees at the rate of **.54 cents** per mile.

Section 2. That this resolution is effective immediately.

RESOLUTION DESIGNATING OFFICAL DEPOSITOR

WHEREAS the board of trustees has determined that Village Law § 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies; 7.6 NYCOM Handbook for Village Officials (2013) • Chapter 7 • The Organizational Meeting

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees designates the Bank of Castile as depository of all moneys received by the village treasurer, clerk, and receiver of taxes.

Section 2. That this resolution is effective immediately.

Date of next Re-organization Meeting – Wed., April 10, 2019

A motion was made by Trustee Fedele and seconded by Trustee VanEenwyk to approve the Re-Organizational document and appointments. The motion was approved by a unanimous vote.

Refuse Collection & Sewer Tank Cleaning Contract Awards

Two bids were received for refuse collection. Waste Management bid \$79,920 and Boon and Sons bid \$78,975.

A motion was made by Trustee Donovan and seconded by Trustee Fedele to award the bid to Boon and Sons. The motion was carried by a unanimous vote.

One bid was received by AD Call and sons for the cleaning of sewer tanks. They bid \$125 per tank.

A motion was made by Trustee VanEenwyk and seconded by Trustee Donovan to award the bid to AD Call. The motion was carried by a unanimous vote.

Resolution 10 of 2018 – NYMPA Delegate

WHEREAS, the Board of Trustees of the Village of Bergen, New York, is a municipal member of the New York Municipal Power Agency, and

WHEREAS, in accordance with the bylaws of New York Municipal Power Agency, each municipal member may cast one vote on each transaction properly brought before this meeting,

NOW THEREFORE BE IT RESOLVED, that Cortney Gale be and is hereby designated as the accredited delegate of the Village of Bergen, New York.

A motion was made by Trustee Fedele and seconded by Trustee Almquist pass Resolution 10 of 2018. The motion was carried by a unanimous vote.

Sage Pavilion Employee Rental

A motion was made by Trustee Fedele and seconded by Trustee Donovan to add to the employee handbook the following paragraph: Employees and retirees of the Village of Bergen may rent the Sage Pavilion once per calendar year at no cost. They are required to follow all rules including but not limited to submitting a deposit in case of damages. Employees and retirees will not receive a discount if they desire to rent the pavilion more than once per calendar year. The motion was carried by a unanimous vote.

Fee Schedule Amendment

A motion was made by Mayor Barclay and seconded by Trustee Almquist to require a \$200 fee for temporary tents in excess of 400 square feet that are used for commercial purposes. The motion was carried by a unanimous vote.

21 South Lake Avenue

Code Enforcement Officer Ken Kuter discussed 21 South Lake Avenue and the condition it is in. The Board discussed the matter and will consult the village attorney.

Old Business

None

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 9:45pm

Respectfully submitted,

Cortney W. Gale
Village Administrator