

**Regular Meeting
Of the Board of Trustees
Of the Village of Bergen at
6:30pm on August 8th, 2018**

The regular meeting of the Board of Trustees was called to order by Mayor Barclay at 6:30pm with the following present:

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

Also present were: Village Administrator Cortney Gale and Grace Gallivan

Approval of Bills

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

Approval of Minutes

A motion to approve the meeting minutes of July 11th, 2018 was made by Trustee Fedele and seconded by Trustee Almquist. The motion was carried by a unanimous vote:

Mayor's Report

Park Committee

- Disc Golf Tournament (July 14th) was very successful with 27 participants!
- The village will receive 16 trees through the NYMPA tree purchase program; the village pays for 8 and NYMPA pays for 8. Ash trees that needed to be removed in Ward Park will be replaced with flowering pear trees, other trees will be planted throughout the village in the fall.
- We received a notice from DASNY that there is still money available to us from the SAM grant for parks; I would like to use those funds to purchase a Gazebo for Ward Park.

Main Street Grant and NYSERDA Grant

- The grant work was completed in time to submit the application on July 27th. This is the first submission we have made with full participation of property owners in the contiguous block of buildings. The total project cost is estimated at \$657,225 with \$500,000 coming from the grant for buildings, and \$15,000 for streetscape. Decisions will be made by January 2019.
- The final agreement has been received for the \$50,000 NYSERDA grant; this enables us to start work on the project. Two charging stations (one through the grant, one through BEEP funds) will be ordered, a Chevy Bolt purchase is being researched, and the list of fixtures and supplies needed for the village buildings conversion to LED is ready for quotes.

Transportation Alternatives Program (TAP) and Congestion Mitigation and Air Quality Improvement (CMAQ) Grant

- Jay Grasso, with a resolution of support from the board, will update and resubmit the TAP-CMAQ grant for us for the sidewalk project for the village.

Summer Recreation Program

- Summer Rec has been very well attended, and the kids have been very busy. We have close to 50 registered for this year (highest number). Thank you to Shari Schuck as lead counselor, and Andrew Parnapy for the great job they are doing. Job development has sent a second assistant.
- Final day for program is August 10th.
- Received an email from Youth bureau stating additional funds are available to cover additional unforeseen costs for this year, we will need to apply by August 31st.

Planning/Zoning Boards

- The Planning Board has completed a draft Fence Law for the board to review, copies were emailed to trustees. Rene Vurraro, Planning Board Chairperson, will attend the next board meeting to answer any questions trustees have.
- The Zoning Board of Appeals met on July 26th with Village Attorney Mark Boylan who discussed roles and responsibilities of ZBA. At my request, the ZBA members made officer recommendations which will be presented to the village board at 8/8/18 meeting for appointment and term determinations for each member.

Bonduelle Property

- Mark Boylan contacted Ron Anderson, Bonduelle, for updates...no response at this time.

Meetings, etc.

- Design group meeting for Leadership Genesee 7/27, arranged for speakers for Oct 24 session (Senator Ranzenhofer, Assemblyman Hawley, Legislator Clattenburg, County Manager J Gsell).
- The Spring Street property swap is moving forward; we received the property descriptions to be swapped with Mr. Whipple, the Village will need to conduct a public hearing pursuant to 6-614 on the Board's motion of discontinuance of that portion of the street and sale to Jay Whipple.
- Farmers Market going well; folks signing up for yard sale on 8/23, committee meeting Monday, Aug 13.
- No updates on town garage property.
- Donna Gerrard and I are sending out donation letters for Imagination Library for the upcoming school year. We have 97 participants.
- Wednesday staff meetings are going very well; positive input and feedback from everyone.

Administrator's

Electric/Sewer

- The three required yearly Public Service Commission reports for the Bergen Energy Efficiency Program (BEEP) have been completed and submitted.
- Sewer bills were sent out August 1st and are due August 30th. As you know sewer is billed quarterly and cash has been tight in the Sewer Fund, this billing is providing much need revenue.
- There's an issue with equipment at the sewer plant a Variable Frequency Drive needs to be replaced. It's part of the blower system. We are currently running on just one.

Office

- We had a historical moment this week. For the first time in recent memory the Annual Update Document was submitted on time without an extension. Barb did a great job to make this happen.
- The Public Service Commission report was also submitted on time, Bill Freitag prepared it for us. He was very happy with Barb and Rene for having everything ready for him.
- I filled out the required documents for our PESH (Public Employee Safety and Health Bureau) report. I sent them in to be reviewed. Once they are approved PESH consultant, Jim Reeves, will come out to review our buildings and create training for employees.
- To date we have collected 96% of property taxes, there is only \$16,502.50 left to collect.

Legal

- Attorney Mark Boylan received the property description for the Spring Street parcel. Hopefully this will be completed soon.
- Mark has also contacted Bonduelle again to push them on the sale of the property on Church Street.
- I contacted Edmund Plamowski from Crown Castle regarding compensation for the proposed Guy wires on the Cell Tower in Hartland Park.
- Representatives from Mobilitie have been inquiring about their proposal to put an antenna on the utility pole at 42 Rochester Street.

Miscellaneous

- We received sales tax payment from the county for \$71,274.92. Last year's was \$65,595.68
- I made additional changes to the Emergency Plan; two cell phones were purchased for the sewer and electric departments as emergency contact phones. The numbers will be listed and the calls forwarded to the individual on call.
- Filled out and submitted our Lane Mile Report to the NYSDOT (it's for our CHIPs money)
- The Jenny Kuzma Memorial 5K Bergen Road Race went very well. Thanks to all the community members who volunteered.
- The Summer Recreation Program is coming to an end Friday. It went very well, there were over 50 kids who participated.
- I contacted Kara-Jo Smith who is Government Account representative at General Motors to discuss the purchase of the Chevy Volt with funds from the NYSERDA grant.
- Two electric vehicle charging stations have been ordered and are due to arrive in 3-4 weeks.

CEO/ZEO

Number of Inspections	30
Building Permits Issued	2
Building C.O / C.C Issued	3
Zoning Complaints Filed	2
Complaints Resolved	2
Appearance Tickets Issued	0
Number of Fire Inspections	4

Privilege of the Floor

None

Trustee Concerns

Trustee Donovan

- Asked that it be put in the Village Newsletter that televisions are not picked up by our refuse service
- Had questions on the year end account report and congratulated the office staff on a good job
- Asked when the bonds in the Electric Fund will be paid off

Mayor Barclay

- Discussed with the Board issues with brush pick up and what our current policy is
- Told the Board about the need to change policies at the Sage Pavilion to prevent renters from setting up early

New Business

Leash Law

Mayor Barclay presented the Board with a copy of the current law and asked that they review for the next meeting.

Laborer

The Board discussed the Laborer's position and approved the hire of the new employee for a wage of \$18-\$23 per hour.

Joint Meeting

The joint meeting between the Town and Village will be in the Village board room on September 26th. Mayor Barclay asked the board to submit to her agenda items.

Drug Testing

Currently only union employees are randomly drug tested. The Board agreed to include non-union employees. Language will be created and presented to the board at the next meeting to be added to the Employee Handbook.

2018 TAP-CMAQ Grant

Mayor Barclay presented a letter of support for the 2018 TAP-CMAQ to the board for approval.

A motion was made by Trustee Almquist and seconded by Trustee VanEenwyk. The motion was passed by a unanimous vote.

Old Business

Zoning Board of Appeals

Mayor Barclay appointed Todd Cargill Chairperson of the Zoning Board of Appeals, Frank Ciaccia as Deputy Chairperson, and Joseph Chimino and Fritz Rowsick as alternates.

A motion was made by Trustee Donovan and seconded by Trustee Almquist to approve the appointments. The motion was approved by a unanimous vote.

Mobilitie Proposal

A motion was made by Trustee Almquist and seconded by Trustee Fedele to approve Mobilitie to place a cellular antenna on a utility pole in front of 42 Rochester Street pending the Mayor and Attorney's satisfaction with the contract language. The motion was approved by a unanimous vote.

Fence Law

The Board discussed the proposed Fence Law, specifically living fences (bushes or other vegetation planted to create a barrier) and the ownership of sidewalks. Further information will need to be gathered regarding right of way and sidewalks before a decision can be made.

Cell Tower Proposal

Mayor Barclay and Mr. Gale discussed with the Board the proposal that was given to Crown Castle regarding their request to install guy wires on the cellular tower in Hartland Park. There has been no response at this time.

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 8:47pm

Respectfully submitted,

Cortney W. Gale
Village Administrator