

**Regular Meeting  
Of the Board of Trustees  
Of the Village of Bergen at  
6:30pm on January 9<sup>th</sup> 2019**

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 Code Enforcement Officer Ken Kuter.

**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 December 12<sup>th</sup>, 2018 was made by Trustee Donovan and seconded by Trustee Fedele. The motion was carried by the following vote:

Trustee Vickie Almquist - aye  
Trustee Kevin Donovan - aye  
Trustee Robert Fedele - aye  
Trustee Emily VanEenwyk – abstain (she was not present at the 12/12/18 meeting)

**Mavor's Report**

**Grants**

- The New York Main Street grant for the \$474,750 proposed project has been awarded to the Village of Bergen!! Cortney Gale and I met with Rachael Tabelski Director of Economic Development at Batavia Development Corporation, Jan. 4<sup>th</sup> to discuss aspects of how to begin on the task of facilitating the grant. We have a community developer assigned to us through the New York State Homes & Community Renewal (we have spoken with her several times already).
- There is a great deal of work to do to be sure the project is carried out efficiently. We will be working with an administrative group, architect, contractors, etc. to support the property owners.
- APWA has recognized the Sage Pavilion as the Small Cities Public Works Project of the Year for 2018!! The award will be presented at the annual awards banquet on January 31st.
- We are waiting to hear on TAP-CMAQ - DOT funded grant for sidewalk repair and replacement ( 80% funded by grant and 20% funded by the village). Award announcements should be made by the end of January.
- The Historic District designation marker has been ordered through the Pomeroy Foundation grant.

**Park Committee**

- At the January meeting, plans were started for the 4<sup>th</sup> annual Disc Golf Tournament; it will be held on July 20<sup>th</sup> with 9 baskets being played in Hartland Park and 9 temporary baskets in Hickory Park. Tim and Sarah Campbell, new committee members, are facilitating the event.

- Zach Kuter has taken on the job of keeping our village tree inventory updated; the inventory was established through the Urban Forestry Grant we received.
- A date of August 17<sup>th</sup> has been set for the bi-annual Community Garage Sale in the village. Information will be sent out in the spring for registration.

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

- Bob Fedele and I met on Jan. 7<sup>th</sup> to review his new position as president of the Bergen Business and Civic Association.
- Cortney Gale and I had discussed the legalities of towing cars for the purpose of snow removal in accordance with our village parking law with Sgt. Hale of Batavia Sheriff's office. He investigated and said it would not be an issue as the law clearly states the position of the village. He has requested that if it did become time to tow a vehicle that the Sheriff's Office be notified so they could better assist someone calling their office to inquire about their vehicle
- I have contacted the Bergen Community Farm Market Committee to set up an initial meeting for the 2019 market; we need to update the application forms, fee schedule, and start calling possible vendors.
- I have completed and submitted a letter of recommendation on behalf of the village board for the Genesee County Business of the Year Award.
- We are looking at installing security cameras in various locations in the village; the board will be updated on the progress of that venture.
- A letter will be sent to all customers of the village sewer system reminding them of their responsibilities and appropriate use of the system.
- A letter of appreciation was sent to the Pomeroy Foundation for the historic marker grant.

### **Administrator's**

#### **Electric**

- Mobilitie has decided not to put an antenna on Rochester Street. We are able to keep the funds they gave us for the installation of a new pole at that location.
- I have not yet heard from the owner of the Hank Parker Tent Company regarding their electric needs. It appears that they have started site work.
- There was a special conference call with New York Municipal Power Agency on January 3<sup>rd</sup> to pass an amended budget due to Massena pulling out of NYMPA.
- Our write offs for this fiscal year are way down from years past, only \$565.09 so far.
- Three transformers were stolen from the electric shop. The Genesee County Sheriff's department is investigating. We are looking into surveillance cameras.

#### **NYSERDA Grant**

- The LED fixtures for the office were not what we wanted so we are looking for different options.
- I posted the electric vehicle charging stations on two websites.
- The Chevy Volt is slated to be built on February 4<sup>th</sup> it should be to the dealer at the end of February and they will deliver it to us in early March.

#### **Office**

- Municipal Solutions held a bid for our sewer Bond Anticipation Note (BAN) on January 8<sup>th</sup>. The lowest bidder was Roosevelt & Cross Incorporated at 2.8%. We were surprised that Bank of Castile did not submit a bid.
- Barb Zinter is working on W-2s and 1099s she hopes to have them out next week.
- The new plow truck finally arrived! It was delivered January 4<sup>th</sup>. It still needs to be undercoated.
- Barb Zinter and Rene' Vurraro are going to Churchville on January 10<sup>th</sup> at 10am look at their Global Information System (GIS) software.

- The electric meter reading hand held receiver is getting older, we bought it used, and it will stop being supported in 2020. Rene' Vurraro is looking into different options. There is a tablet system now available that may work well for us.
- Our accounting software had its annual update on January 7<sup>th</sup>, which needs to be done before the first payroll of the year. The billing software will be updated on Friday. Rene' is looking into us being able to email utility bills again.

### **Miscellaneous**

- I received four quotes for cleaning the office. The lowest bid was Less Mess with Jess. She has good references and has worked for the village previously as Summer Recreation Director.
- I have been assisting the Mayor with the Main Street Grant. It's very exciting to finally get the grant and start working.
- A representative from our insurance agency, New York Municipal Insurance Reciprocal (NYMIR), toured the village and has recommended we install a monitored fire alarm system and that we do an inventory and inspection of all village road signs.

### **CEO/ZEO**

Code Enforcement Officer Ken Kuter gave a verbal report to the Board. He discussed updating code software, working on year end reports for the state, checking lighting issues at several locations and that there was a large increase of permits given out in 2018.

### **Privilege of the Floor**

None

### **Trustee Concerns**

Mayor Barclay shared with the Board that there have been a number of residents complaining to the Village Office staff in a rude and disrespectful manner. She discussed ways to address the situation.

### **New Business**

#### **Women and Minority Owned Business Policy**

A motion was made by Trustee Donovan and seconded by Trustee VanEenwyk to approve the Women and Minority Owned Business Policy. The motion was carried by a unanimous vote.

#### **Electric Accounts to Collections**

A motion was made by Trustee Fedele and seconded by Trustee VanEenwyk to send unpaid electric account bills to collections. The motion was passed by a unanimous vote.

#### **Genesee County Youth Bureau Request**

Mayor Barclay shared with the Board a proposal from the Genesee County Bureau to have youth who are working off community service work for the Village.

#### **2019 Bergen Community Farm Market**

Mayor Barclay discussed the Bergen Community Farm Market and the plans for this coming year.

### **Old Business**

#### **Sewer Rate Increase**

The Board discussed the need to increase sewer rates. It was decided to update the entire sewer law at the same time and hold informational meetings for residents who have questions.

### **County Sales Tax**

Mayor Barclay discussed the meeting she and Mr. Gale had with Town of Bergen Supervisor Ernie Haywood, County Legislator Bob Bausch and Deputy County Manager Matt Landers. The county has promised to share sales tax through 2021 but will not sign an agreement to extend payments, leaving this revenue stream uncertain.

### **Adjournment**

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

The meeting was adjourned at 8:45pm

Respectfully submitted,

Cortney W. Gale  
Village Administrator