

**Budget Meeting
Of the Board of Trustees
Of the Village of Bergen at
6:30pm on March 11th, 2020**

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: Village Administrator Cortney Gale, Grace Gallivan, Joe Chimino and Chris Sardou.

Approval of Bills

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

Approval of Minutes

A motion to approve the meeting minutes of February 12th, 2020 was made by Trustee Fedele and seconded by Trustee Donovan. The motion was carried by a unanimous vote.

Mayor

Grants

- **Main Street** — The projects at 12 S Lake, 23 N Lake, and 25-27 are waiting to submit to SHPO(State Historic Preservation Office), 16 N Lake is waiting SHPO approval, and 10 S Lake has gone out to bid for contractors Designs for signs for the buildings, part of the Streetscape portion of the grant, have been received and approved by the property owners.
- **WIIA (NYS Water Infrastructure Improvement Act) grant** — Bids were received for the replacement membranes for the WWTP, and installation support. The contract for Municipal Solution services in connection with the Village's sewer collection system project was signed and submitted.

Committees/Boards

- **Park Committee/Tree Board** — The village has once again received recognition as a Tree City through the Arbor Day Foundation for our commitment to urban forestry management. At the March 4, 2020 meeting, plans were discussed for the Community Garage Sale (August 2020), Tree Planting Program with orders through the NYPA Tree Power program, Park Festival (June 13), Airstream Rally July 17, 18, 19), Scrap metal/e-waste weekend, and annual Disc Golf Tournament. Next meeting April rt.
- **Planning Board** — I attended the Feb. 19 meeting where discussion about Mapping Session with Barton & Loguidice took place. The next session for the updating of the village zoning laws will be at the Sage Pavilion on March 18.

2020 CENSUS

- The 202 Boundary Validation Program paperwork was completed and submitted to the U.S. Census Bureau.
- Census materials will be sent to households between March 12 and 20. It is critical that everyone respond (mail, online, by phone). Each person counted leads to \$30,000 in funding of federal programs over the 10 years of the census, Genesee County receives approximately \$75 million over the

10 years of the census. If the response to the census is low, funds will be released to the county accordingly. We will be sending out information encouraging participation in the newsletter and our social media accounts

Response to Traffic Study

- As a response to the many concerns expressed about traffic safety to the areas mentioned below, and a petition submitted to the village, a letter of request for a traffic survey (supported by Assemblyman Steve Holley and Town Supervisor Ernie Haywood) was submitted to the DOT (Department of Transportation). The DOT has completed their traffic study of Route 33 between 1-490 and Route 19, westbound ramp of 1-490, and Appletree. The study concluded that a reduction in the 55 mph speed limit is not warranted, the crash occurrences at Route 33 and Appletree does not warrant a traffic signal. The crash occurrences at Route 19 and Route 33 were considered. It was concluded that the traffic signal warning signs present in both directions and route markers currently in place are appropriate.

NYS DOT engineers determined that changes in the existing pavement markers may reduce crashes.... and are taking additional steps to review this potential." Pavement marking changes could be made with the 2020 paving project on Route 33, and the two current yield signs will be replaced with signs that meet the MUTCS (Manual of Uniform Control Device).

WWTP

- The polymer mixer arrived on March 3, Chris Fay is installing and testing. We have secured a licensed WWTP sub to assist at the WWTP when needed.

DPW

- A new storage closet for the chair and table rack, and other materials, has been completed at the Sage Pavilion. The seasonal work plan is coming together and will include; park clean up, plow damage repairs, tree removal and plantings, stump grinding, catch basin cleaning and repair, sidewalk repair, and more.

Electric

- The linemen will be installing the new security cameras at the WWTP next week, and at the Sage Pavilion in April. Other work includes infrared testing (indicated 2 "hot spots" on lines that will be repaired, transformer installation, etc.

ETC

- Based on our weekly staff meetings, a work schedule for this season is being compiled for all areas.
- I attended the Genesee County Economic Development Council annual meeting and luncheon on March 6 where a recap of 2019 was shared along with the 2019 annual report.
- Residents on Leroy Street contacted me about noise concerns at a business on Main Street; I contacted the business owner to share the concerns. Each party involved was sent a copy of the Village Noise Ordinance as reference.
- A memorial plaque has been ordered for Ray MacConnell; when we receive it there will be a short dedication ceremony in his honor.
- RG&E is once again offering to bring gas lines to the development. Doug Smith is the contact. Information will be available at the office.
- Met with Tom Sardou concerning the power outage at the Rose Garden. The work was completed by the village linemen, the business was compensated for damages.
- I followed up with NYMIR, village insurance company, on structures in village parks. I was assured the village is in compliance with all requirements.
- I have been working with NYSERDA and Comfort Energy on the possibility of offering an insulation program to village residents.
- Weekly meetings with the staff continue to be productive; full staff one week, each department meeting follows the alternate week.

Administrator

Sewer

- We received just one bid for membranes at the Waste Water Treatment plant. It was from Wunderlich-Malec Engineering in the amount of \$166,500.
- The polymer mixer was delivered on March 3rd. Chris Fay and Steve Wardell from Clean Water Inc. installed it.
- There is a 2003 Sewer Jetter for sale on the Auction International website. We can't afford to replace our 1986 model with a new one at this time. I would like Chris to go to Syracuse and inspect the unit to see if it's worth bidding on.
- Chris Fay and I met with Leroy's Chief Sewer Operator, Steve Carol, on February 19th. He agreed to be our back-up operator. We will put together an agreement for his services.

DPW

- The auction for the old Ford F-450 ends Friday evening and is currently at \$14,900. The next items that will be auctioned are the Ford F-350 and Kubota Z725 Mower.
- I contacted social services to request the same worker they provided us last year. He can assist in spring park clean up.
- I have spoken with Villager Construction and Iroquois Rock Products to set up road projects for this summer.

Electric

- Nick Booher and Matt Sluberski will attend the Municipal Electric Utility Association (MEUA) Engineering Workshop March 18th and 19th in Syracuse.
- The linemen will finish removing trees along the west side of Route 19 south of Route 33, a project they began in the fall. Trees will also need to be removed on Clinton Street.

Office

- We have been participating in a winter webinar series about electronic archiving; today we watched one called "Email Essentials", which discussed the archiving process for emails.
- I am working on the Constitutional Tax Limit form and Tax Cap calculation for the State. They are required to be submitted at the time of the budget passing.
- Deputy Clerk Barb Zinter is working on the transition to the new NYS Retirement reporting system which entails webinars, conference calls and paperwork. She is also adapting to the upgrades to the Bank of Castile treasury management system and recreating templates. Barb is waiting on an answer from the US Department of Energy before she submits their report.
- Deputy Treasurer Rene' Vurraro continues to organize the archive room; she is nearly finished, expecting to be done in three to four weeks. She has been adding tax map numbers to our billing software system. Rene' reported that our electric receivables are -\$5,500. Which means the village is owed less money than customers have credits on their accounts.
- I have an appointment to meet with Michael Bell of Bell Datacomm on Friday to discuss our computer security needs.

Miscellaneous

- Michelle Leroux from NYMIR came on February 18th to do a risk review on our buildings. She found everything in good order. Her recommendations were to put Master Disconnect Switches on the batteries of our big vehicles to prevent fire, and to enact a Prior Notice Law.
- The eviction of one of our tenants is proceeding, with a court date of March 25th. We have a few people who have inquired about available apartments.
- I received a request from George Sardou who lives on Merriman Road to cut down a tree in the right of way that is dead. He only asked that we cut it down, he will take care of cutting it up and hauling it away.

Privilege of the Floor

Grace Gallivan thanked Trustee Fedele for his service on the board as he is not running for re-election. She also thanked Vickie Almquist for all she has done while on the board.

Joe Chimino commented about a resident request for tree removal and asked if the grates in the downtown area could be filled in as they may be a tripping hazard.

Trustee Concerns

None

New Business

Resolution 5 of 2020 – MEUA Semi-Annual Meeting Delegate

WHEREAS, the Board of the Village of Bergen, New York, is a municipal member of the Municipal Electric Utilities Association of New York State, and

WHEREAS, the Semi-Annual Meeting of the Municipal Electric Utilities Association of New York State has been called on April 22, and April 23, 2020 to be held at the Embassy Suites by Hilton Destiny USA, 311 Hiawatha Blvd W, Syracuse, NY 13204 and,

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

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

A motion was made by Trustee Almquist and seconded by Trustee Fedele to designate Cortney Gale as delegate to the MEUA Semi-Annual Meeting. The motion was carried by a unanimous vote.

Draft Work Plan

Mayor Barclay reviewed the work schedule for the DPW for the coming fiscal year.

Awarding of Bid for Waste Water Treatment Plant Membranes

A motion was made by Trustee VanEenwyk and seconded by Trustee Almquist to award the bid for new membranes for the waste water treatment plant to Wunderlich-Malec in the amount of \$166,500. The motion was carried by a unanimous vote.

Approval of Sale of Kubota Mower and Ford F-350

A motion as made by Trustee Fedele and seconded by Trustee Almquist to sell the Kubota Mower and Ford F-350 at auction. The motion was passed by a unanimous vote.

Old Business

2020-2021 Budget Questions

Mayor Barclay asked the Board if they had a question regarding the tentative budget. The public hearing and budget vote will be scheduled at a later date.

New York State Department of Transportation Traffic Report Findings

Mayor Barclay reviewed the State’s traffic report findings for the routes 19 and 33 area. The State declined to do major changes. They will instead restripe the intersection.

Executive Session

Executive Session was requested by Mayor Barclay to discuss Union Negotiations

A motion was made by Trustee Donovan and seconded by Trustee Fedele to enter executive session at 7:04pm. The motion was carried by a unanimous vote.

A motion was made by Trustee VanEenwyk and seconded by Trustee Almquist to exit executive session at 7:49pm. The motion carried by a unanimous vote.

Adjournment

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

The meeting was adjourned at 7:50pm

Respectfully submitted,

Cortney W. Gale
Village Administrator