

**Regular Meeting  
Of the Board of Trustees  
Of the Village of Bergen at  
6:30pm on August 12<sup>th</sup>, 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, Gary Cecere, Gerry Wood, and Grace Gallivan

**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 July 8<sup>th</sup> was made by Trustee Donovan and seconded by Trustee Almquist. The motion was carried by a unanimous vote.

**Mayor**

**Grants**

- Main Street – The project at 16 N Main Street (B.A. Photography) is finishing up today; the project is a wonderful enhancement to the historic district! The contractor will be restoring the lawn in Zuber Park. Brick work is being done on the south side of 12 S Lake (Masonic Lodge), interior work is near completion at 23 N Lake (Morgan’s) with the façade work remaining. Interior work at 10 S Lake is progressing. Lighting for all the buildings has been ordered, signs are in process, and the remaining streetscape work will begin in October.
- FEMA - Timesheets, invoice and payment records, the Meal Delivery Program project narrative, etc. will accompany the FEMA application to be submitted to the state by Friday. The village will be reimbursed for the costs associated with the program.
- DEC Recycling Grant – Some very positive news - “On December 7, 2017, the Village of Bergen submitted an application for a 50% matching grant to assist the Village in constructing a building for biosolids composting. Due to the large number of applications for this funding, the application was placed on a waiting list in anticipation of future funding. My office is now preparing to review and approve projects that we hope to fund from the FY 2020/21 State budget, pending budget issues related to COVID-19.”  
Village of Bergen WWTF Compost Facility - amount requested \$181,414.24.

**Committees/Boards**

- Planning Board –A public hearing was held on July 15 Special Use Permit Application/Site Plan Review for 12 S Lake South Lake Ave for Laundromat/Micro Salon. Residents, Kevin Donovan and I joined the Planning Board on July 29 to continue the zoning law update with consultant Molly Gaudio. Discussion was had on off street parking, loading and accessibility along with landscaping and screening. The next zoning update meeting will be August 26.

There are several projects in the works which will continue to enhance our village moving forward.

### **2020 CENSUS**

- At this point the number of Census responses is not sufficient to accurately secure federal funding to the county over the next 10 years. Enumerators are working in the village to encourage folks to participate and assist with forms.

### **Summer Food Service Program**

- Lunches for students have been handed out on Monday, Wednesday, and Friday in the Tulley Parking lot since July 9<sup>th</sup>. The program ends August 13<sup>th</sup>. Thank you to the office staff for all their help!

### **Traffic studies**

- Nothing official has been received concerning adjustments in speed (decrease) on Route 262 a traffic study between Buffalo Street Extension and Route 19 but a new 30 mph speed sign was installed near the cemetery.

### **COVID-19**

- Saturday morning county partnership calls with Genesee county leadership and department heads, town supervisors, village mayors continue. Full reports from the Finger Lakes region, of which Genesee County is a part, are shared. Congressman Chris Jacobs joined the call on July 18.
- There are 12 new cases of COVID in Genesee County this week, 20-30% related to travel; overall the region is in good shape. Regional testing is getting a little more difficult.
- Sage Pavilion remains closed due to the “gatherings of 50 or less” state directive.
- Meetings with the school superintendent, town supervisor, librarian, fire department, Gillam Grant, and me have moved to bi-weekly. These meetings help to update everyone involved in COVID related issues.

### **Code Enforcement Officer**

- Ken Kuter retired as village Code Enforcement Officer. Cortney Gale and I interviewed 2 candidates. Gerry Wood has been hired as temporary part-time CEO, and Gary Cecere (village resident) will be trained as permanent part-time CEO.

### **Etc.**

- Thank you to our office staff for working through the process to provide payroll services for the town. This is a financial support for both the town and village. We have also received a request for a proposal to provide accounting services for the town as well.
- Genesee County Legislature’s Ways & Means Committee approved \$1.1 million in voluntary distributions to the county’s towns and villages, approved by the legislature, the village received \$20,825.20.
- The owner of the approximately 62 acres in the village has reached out to me concerning the property. Many options are being explored at this time.
- I have worked with several residents on property concerns, election concerns, playground concerns, and zoning questions this month.
- Eric Wies (Village Engineer), Cortney Gale and I visited a property on Gate Street to determine solutions to a water run-off/drainage issue.
- I have sent letters of support for the federal stimulus package currently being negotiated which would provide funding to local government entities and community members impacted financially by the pandemic to state officials.
- The Triangle Club is developing a Hometown Heroes project for the village to consider. This project involves hanging banners from poles in the village for current service members.
- A special thank you to Ginny Adams for representing our area on the county planning board!

### **Administrator**

### **Sewer**

- We will be going out to bid for membrane installation shortly. Because of the cost of installation we may be under the required amount for a full bid process and should be able to send out requests for bids. The membranes are still in the seller's warehouse.
- The 2017 Engineering Planning Grant which was for the UV Disinfection Study has been closed out and we received the final payment of \$15,000 from the DEC.
- The bids were opened for the Bond Anticipation Note for the sewer plant upgrades on August 4<sup>th</sup>. The low bid was from Greene County Bank for .79%, followed by Roosevelt and Cross at 1.125% and Bank of Castile at 2.35%. The documentation for the BAN has been received, signed and returned to our bond council.

#### **DPW**

- The DPW crew has been working on cleaning and repairing catch basins. They should be finished by next week. The Mayor and I meet with them regularly and review their projects. Next on their list are items for the Main Street Grant Streetscape, installing ice shields on the screw press building, sealing the Sage Pavilion roof and replacing old road signs.
- The Mayor and I met with Eric Wies regarding a drainage issue on Gates Street and along with the property owner decided on a course of action that will be helpful and of minimal cost.

#### **Electric**

- I have only heard from one company regarding the new Pole Attachment Agreements I sent to the three companies that currently rent space on our poles.
- The three reports for our energy efficiency report that are required by the Public Service Commission have been submitted and received.
- The Linemen have been providing a lot of mutual aid recently to Castile and Churchville.
- MEUA has decided to hold their annual meeting online this year. New York Conference of Mayors are not having Fall Training School this year in person, it will also be online.
- Our ability to shutoff customers for nonpayment has been extended to March 31<sup>st</sup>, 2021

#### **Office**

- Property Tax payments were due on June 30<sup>th</sup>; anything after that date will have a penalty. To date we have received 96% of tax payments in the amount of \$384,640.31, which includes sewer arrears and the refuse fee. There is still \$17,228.29 left to collect.
- Everyone employed by the village will need to participate in Harassment and Discrimination Training before November. We will also need to schedule CPR training.
- Deputy Clerk Barb Zinter has been doing the Town of Bergen's payroll and bookkeeping, they are very happy with her work. Barb is working on electric inventory and is waiting on information from the state to close the 2019-2020 fiscal year.
- Deputy Treasurer Rene' Vurraro billed electric and sewer. She is very busy with Planning Board items like the zoning law update, changes of use for downtown buildings and possible property sub-divisions.

#### **Privilege of the Floor**

Grace Gallivan stated that it was nice to meet in person again and thanked the Board for their continual work.

#### **Trustee Concerns**

**Trustee Donovan** mentioned that there are three trees on the corner of McKenzie and Clinton Streets that are in bad shape. He also asked if employee hours could be reimbursed through FEMA for the COVID meal distribution program.

**Trustee VanEenwyk** asked what will be done with the stumps in Hickory Park and she shared a story that would be good for the newsletter's Bergen Proud section.

**New Business**

**Appointment of Code Enforcement Officers**

A motion was made by Trustee Fedele and seconded by Trustee Almquist to appoint Gerry Wood as Code and Zoning Enforcement Officers and Gary Cecere as Code Enforcement Officer in training . The motion was carried by a unanimous vote.

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**Fire Marshall**

A motion was made by Trustee Almquist and seconded by Trustee Fedele to appoint Gerry Wood as Fire Marshall for the Village. The motion was carried by a unanimous vote.

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**Fire Department Member Approval**

A motion was made by Trustee Donovan and seconded by Trustee Almquist to approve Courtney Flagler, Colin Willis, Jamie Givens, Kelly Ireland, Devon Zinter, Andrew Parnapy, Harrison Dodson, and Roger Piper as members of the Bergen Fire Department. The motion was carried by a unanimous vote.

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**Resolution 11 of 2020 – Delegate to MEUA Annual Meeting**

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

WHEREAS, the Annual Conference of the Municipal Electric Utilities Association of New York State has been called on September 17, 2020, to be held via virtual meeting 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 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 VanEenwyk to approve Cortney Gale as delegate to the 2020 MEUA Annual meeting. The motion was carried by a unanimous vote.

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**Planning Board Appointments**

A motion was made by Trustee Donovan and seconded by Trustee Fedele to make the following appointments for the Planning Board: Richard Strzelecki as an alternate, Todd Cargill a permanent member, and Carolyn Walker as an alternate. The motion was carried by a unanimous vote.

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**Bond Anticipation Note Award**

A motion was made by Trustee Almquist and seconded by Trustee Fedele to accept the bid from Greene County Bank for the Bond Anticipation Note (BAN) for 0.79%. The motion was carried by a unanimous vote.

**Old Business**

**Computer and Phone Upgrades**

Mr. Gale presented to the board a plan to replace the aging computer and telephone systems in the Village Office. The systems are over 12 years old and have been failing. They are not up to current security standards and are not being backed up properly.

A motion was made by Trustee Almquist and seconded by Trustee VanEenwyk to approve the installation of new computer and phone systems. The motion was carried by a unanimous vote.

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**COVID-19 Update**

Mayor Barclay updated the Board on the most up to date information from the County and State regarding COVID-19.

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**Executive Session**

Executive Session was requested by Mayor Barclay to discuss pending litigation and employee matters.

A motion was made by Trustee Fedele and seconded by Trustee VanEenwyk to enter executive session at 8:00pm. The motion was carried by a unanimous vote.

A motion was made by Trustee Fedele and seconded by Trustee VanEenwyk to exit executive session at 8:17pm. The motion was carried by a unanimous vote.

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**Adjournment**

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

The meeting was adjourned at 8:18pm

Respectfully submitted,

Cortney W. Gale  
Village Administrator