

**Regular Meeting
Of the Board of Trustees
Of the Village of Bergen at
6:30pm on September 9th, 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, Don Donnelly, Diane Donnelly, Jessica Best, Racheal Best, Jason Best, Peter Celentano, Nick Obecanov, Erica Collins, Daniel Wade, Hannah Wade, Eric Emrich, Taylor Emrich, Jeff Parnapy, Isabelle Bliss, Sharon Debottis,

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 August 12th, 2020 was made by Trustee Donovan and seconded by Trustee VanEenwyk. The motion was carried by a unanimous vote.

Mayor

Grants

- **Main Street** – 23 N Lake – Thompson Builds is preparing a quote for Morgan's to complete the project that was started. 25-27 N Lake - This project condensed scope is currently under review by SHPO, contractor bids will be sent out as soon as SHPO approves the project changes. 16 N Lake – This project construction is completed. Final testing needs to be completed, streetscape lights and sign will be installed. 12 S Lake – the project work is 50% completed. 10 S Lake – second floor apartments are nearing completion, exterior work to begin soon. Streetscape – signs have been completed and will be installed when facades of all buildings are finished, facade lights have arrived for install, and materials for remaining work have been ordered. I reached out to property owners in the historic district who are still eligible for grant funding for the duration of the grant.
- **Tree City USA Reward Grant** – Since we have been a Tree City Community for over 5 years, the village is eligible for funding for trees to be planted in the village. Zach Kuter has provided tree species and locations of trees to be planted; I will be completing the application for the grant.

FEMA - Application and documentation for the Bergen Covid meal Delivery Program has been submitted for reimbursement.

Committees/Boards

- **Planning Board** –The manager of 83 S Lake along with the project architect attended the August 20 meeting. The planning board approved the site plan, sent the paperwork to the county planning board for

their approval. A public hearing will be held on Sept 16th for the project. At the Zoning Law update meeting on August 26, the topics of off-street parking, loading and accessibility, landscaping and screening, and non-residential design were discussed. There will be a meeting of the Zoning Law Update committee on September 23rd.

- **Park Committee/Tree Board** – At the September 2 meeting, the committee finalized plans for the E-Waste event to take place on September 26 in Hickory Park from 9 to 3pm. Specific information has been posted on the village website. Thank you to Lyn Wilkens who is leaving the village; Lyn has been a member of the Park Committee since the start and has been invaluable in supporting all our projects.

Traffic studies

- A letter in response to our request for a traffic study to reduce speed on Rte 262 was received from the Department of Transportation. They concluded that “a reduction of the speed limit is not warranted at this time.” However, they have made recommendation of signage to be installed between Buffalo Street Extension and Route 19 along Rte 262. I have contacted Tim Hens (County DOT) who stated the signs will be installed by them since 262 is a county road.

COVID-19

- Governor Cuomo has extended the State of Emergency until October 5, 2020. The partnership calls with the county will begin again on September 12. The last meeting, August 22, focused on school openings, protocols for the opening of gyms, a farm worker initiative to test seasonal farm workers in Genesee County for COVID.

County Revenue Sharing

A preliminary calculation of an \$8 million distribution to Towns and Villages for calendar year 2021 is being studied by the county. The actual allocation will be based on the final taxable assessed roll used to spread property taxes at the end of 2020. Adjustments/corrections to the tax roll will affect this allocation.

Trustee

Robert Fedele is completing his COVID extended term as trustee of the Village of Bergen. It has been an honor and pleasure to work with Bob over the past 5 1/2 years; his willingness to share his perspective and concerns, his willingness to help with village activities and projects, for all he has brought to the table. All his efforts have helped to make Bergen a better place for all of us. Thank you, Bob, for all you have done for all of us!!

ETC

- The fire department budget will be presented to the village and town boards on Tuesday, September 22nd, 6:30 at the fire hall.
- We have received a request to consider taking on the accounting responsibilities for the town.
- There have been 2 official complaints to the village concerning chickens/roosters being kept by village residents. I have spoken to several residents on the topic and have invited folks to the Sept. 9 meeting to discuss the topic.
- Continuing work with the Legion Auxiliary and 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.
- Met with the Union representative to complete paperwork for employee health insurance.
- Cortney Gale and I met with the linemen at the electric building to review work done on the building and grounds, etc.
- (Vacation – August 22 – 30)

Administrator

Sewer

- Koester was notified by Village Engineer Eric Wies that they were awarded the bid for the Wastewater Treatment Plant Membrane replacement. They are available in early October to install the membranes. I notified the supplier so that they can deliver the membranes.
- The Bond Anticipation Note for the membrane replacement has closed and we received the funds. An accounting fund in our accounting system has been created to separate the project from our regular revenues and expenditures.
- A helper has been hired to assist plant operator Chris Fay in digging up sewer tanks for pumping. They were able to get 12 tanks done today.
- There were several issues that occurred recently with the sewer system. The Gibson Place lift station's pressure transducer "float" broke. The new start on the RAS pump stopped working due to sludge being in the eye and the auto-dialer at the Rochester Street lift station needed replacement.

DPW

- The DPW crew has completed cleaning and repairing catch basins. They are keeping up with mowing and brush pick up. Kirk Robert installed ice shields on the screw press building. They will begin Main Street Grant Streetscape next week.
- Soon it will be time to prepare equipment for plowing snow. After many attempts to have Tenco fix the leak in the Western Star plow, Chris Fay took the truck to Rick's Road Repair, and it now seems to be fixed.

Electric

- The Linemen have been providing a lot of mutual aid recently to Castile and installing transformers. They checked the system for stray voltage and will begin testing meters next week.
- MEUA annual meeting will be held September 17th online if anyone would like to listen in.
- Due to the Governor's extension of the State of Emergency we will not be able to shut power off to customers due to non-payment for at least another month. There are only a couple of customers who stopped paying altogether when the Governor's executive order was announced in March. Part of the order is that we cannot add penalties for non-payments or late payments which cause a decrease in revenue. This includes sewer and is a significant loss.

Office

- Property Tax payments were due on June 30th; anything after that date will have a penalty. To date we have received 97% of tax payments in the amount of \$388,380.19, which includes sewer arrears and the refuse fee. There is still \$13,700.10 left to collect.
- Everyone employed by the village will need to participate in Harassment and Discrimination Training before November. There is a CPR training scheduled for September 30th.
- There is a webinar scheduled for September 15th with the Office of the State Comptroller to discuss changes to annual financial reporting.
- Deputy Clerk Barb Zinter has completed electric inventory and has received information from the state to close the 2019-2020 fiscal year, it will be a while as accountant Bill Freitag is backed up due to COVID. Barb reports that the work for the Town is now flowing well and she has reconciled the bank statements for the Village.
- Deputy Treasurer Rene' Vurraro continues being busy with Planning Board items. Sewer billing was due August 31st, the next billing will include any changes to usage from the Monroe County Water Authority annual report which she will need to review and input by hand. She is working in the archive room and we are discussing a plan for organizing the maps.
- The replacement of the computer and phone system is progressing. We are waiting on two companies to migrate their software to the new server before we can begin the installation.

- I advertised the apartment on Craigslist and had three really good candidates. After discussing it with the Mayor we chose the person we thought would be the best fit.
- I am ready for the September 15th election. All four election inspectors are available to work that day and I received all necessary lists from the county.

Privilege of the Floor

Grace Gallivan thanked Trustee Robert Fedele for his service to the Village. She said it was nice to see people coming to a meeting for a cause. She further stated that she feels that it is not necessary to change to be like other communities.

Trustee Concerns

Trustee Fedele spoke about his time on the Board and how he came into the position not knowing all the things that go into a local government. He took the position to serve the community.

New Business

Hometown Heroes

Sharon Debottis from the American Legion spoke about the Hometown Heroes initiative that will put banners of current military members on utility poles in the Village.

Wastewater Treatment Plant

A motion was made by Trustee Almquist and seconded by Trustee VanEenwyk to approve up to \$35,000 to pay for the installation of membranes. The motion was carried by a unanimous vote.

Chickens in the Village

Many members of the community attended the meeting and spoke about their desire to change the Village Law to allow chickens on their property. Mayor Barclay asked the group to circulate a petition to show support for the change and submit it to the Board along with a draft Local Law.

Speed Survey on Route 262

Mayor Barclay discussed the results of the Speed Survey that was performed on Route 262 in the area of Kaymar Drive and Route 19. The county determined that the speed was appropriate but will update and add signage.

Accounting Services for the Town of Bergen

Mayor Barclay and Mr. Gale discussed bidding on providing accounting services to the Town of Bergen. This would be in addition to the payroll service that we currently provide the Town.

Old Business

Computer and Phone Upgrades

Mr. Gale gave the Board an update on the computer and phone updates in the office.

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 8:15pm

Respectfully submitted,

Cortney W. Gale
Village Administrator