

**Regular Meeting
Of the Board of Trustees
Of the Village of Bergen at
6:30pm on March 9th, 2022**

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

Trustee Joseph Chimino
Trustee Kevin Donovan
Trustee Paul Robinson
Trustee Emily Marble

Also present: Village Administrator Cortney Gale, Grace Gallivan, Todd Cargill, Robin Day, Ted Day, and Vickie Almquist.

Presentation to Trustee Donovan

Mayor Barclay presented Trustee Donovan with a Proclamation and a framed map of the Village of Bergen for his many years of service to the village as Trustee, Planning Board Chair, representative to the Black Creek Watershed Committee and Mill Seat Landfill's Citizen Advisory Board.

Approval of Bills

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

Approval of Minutes

A motion to approve the meeting minutes of February 9th, 2022, was made by Trustee Chimino and seconded by Trustee Robinson. The motion was carried by a unanimous vote.

Mayor

Grants

- **GVRR - GENESEE VALLEY RURAL REVITALIZATION GRANT** – received the updated estimates for the Tulley Building brick repair and preservation to be included in the application. The application will be completed requesting the maximum \$50,000 and submitted by March 31.
- **ARPA – American Rescue Plan Act** –Architectural work is being done by Architect Maria Mazurek (CPL) on the proposed Hickory Park restroom building. Options for building materials are being explored.
- **Preserve NY Grant** - This grant, working with the Landmark Society of Western NY would provide funds for the existing commercial historic district to be updated (it was listed in the 80s) and expanded to include the residential streets with historic homes. Getting properties listed in the National Register and giving property owners the ability to start using the tax credit program and other financial incentives are the goals. A meeting for property owners who could participate in the program will be held prior to submission of the proposal.

Clean Watersheds Needs Survey – The NYS Environmental Facilities Corporation has requested the completion of this survey to ensure we continue to receive funding for water quality infrastructure projects. It is an extensive review, and I will work to complete it to benefit the village.

Park Committee – Our 11-year plaque as a Tree City is displayed on a wall base in the lobby. There will be inserts in the March newsletter pertaining to spring clean-up and plantings. Boy scouts will be adding 5 birdhouses to their collection in the parks.

Infiltration – A plan is being put in place to continue to locate infiltration into our wastewater system; several locations have been determined and will be repaired. Cortney Gale, Chris Fay, and I met with Eric Wies (village engineer) to put a plan in place to include cleaning and televising the pipes in the system. Funds to support the work are being applied for.

GAM – Feb 17th meeting- discussions and reports included updates on the fire service studies, water service agency, Chamber of Commerce, shared services, county jail, COVID, and town and village reports.

WWTP – It has been determined that the most effective placement of the UV Disinfectant System will be within the WWTP building. Albion treatment plant operator being trained by Chris Fay on our system as per agreement with the village of Albion. Snow melt has created challenges for the plant which have been handled appropriately and effectively.

DPW – The interior of the Sage Pavilion is being painted, scheduled not to interfere with the numerous events taking place there. Flood damage to the commercial space in the Tulley building is being repaired (costs are covered by insurance)

Electric – The linemen worked with Akron to train them on meter readers, with Churchville to program meters. Improvements inside and outside of the electric building are being done, the new stump grinder has arrived. Replacement of LED lights and fixture is being completed.

Meetings, ETC

- Our crew has done a great job in clearing snow from village streets and sidewalks, many calls have come in from residents expressing their appreciation.
- Imagination Library meeting was held to disseminate information to businesses and organizations.
- Orders for Hometown Hero Banners have been submitted to the company, banners will arrive in time for Memorial Day.
- I spoke with the owner of the truck delivery company concerning improper and unsafe delivery practices. The problem has been solved.
- I have called Deputy Carlson for an update on the case for the damages to the fence in Hickory Park, he will be getting back to me with updates.
- I am working with the Genesee County DOT concerning the safety of the intersection of Route 19 and Buffalo and Rochester Streets.
- I have been contacted several times by the owner of 60 acres of land in the village concerning options for the property; another meeting is scheduled for March 18th.
- I have been working with members of the BBKA on the development of the new Bergen-Byron Directory which should go to the printer in April.
- I am working with the Triangle Club on the purchase and installation of a bench to be placed near the memorials in Hickory Park.

Administrator

Sewer

- During the snow melt off and rain the plant could not handle the amount of infiltration entering the system so Chris diverted to the oxidation ditch. The ditch then overflowed. Chris contacted the DEC, and I entered the required notice into the NY Alert system. DEC was understanding as it was happening at three other plants in the area and our plant was running at full capacity with the membranes at near maximum pressure.

- Considering the new F-150 took ten months to arrive after ordering it, I am not confident that we will receive the F-550 in the next budget year. If it doesn't then we will put the money budgeted for it into the equipment fund.

DPW

- The new Ford F-150 was received on March 1st. I went to the DMV and had it registered. The old truck will be cleaned up for pictures and then put on an online auction along with the sewer RTV and mower.
- We are working on the DPW schedule. Everyone contributed to the list of projects that needs to be done and in which order for this calendar year.

Electric

- The linemen are at the MEUA Engineering Workshop March 8th and 9th in Syracuse.
- I completed an account application for the new Digger Derrick with Terex. It required some financial statements which Barb provided for me.
- We sent a letter to all electric customers discussing the increase on Renewable Energy Credits (RECS) as we were notified by NYPMA that there will be a sharp increase. The RECs and ZECs along with the long cold winter made for some especially high electric bills.

Office

- Deputy Clerk Barb Zinter participated in a webinar for the updated AUD system (now AFR) She processed payroll and completed check runs for accounts payable for both Town and Village. Barb provided information for the Town and Library's AUD. She has also been working with County Human Resources on Eric McGrain's MEO position as well as the Town's Highway clerk position and Code Officer's 211 Waiver. Barb is also working on the annual report for the Energy Information Administration and sales tax reporting.
- Deputy Treasurer Rene' Vurraro billed for electric, sewer and pole agreements. Pole agreement payments are not coming in as usual, and she has had to send out a 2nd notice. Rene has been updating forms and organizing maps. There are a large number of maps in the cabinet, and they are not organized at all. Rene has successfully worked with Social Services to get help for two customers that had large electric bills. She is proud to report that electric write offs are only \$135.86 so far, this fiscal year.
- The \$200,000 Bond Anticipation Note was "called" and paid off with proceeds from the financing for the upgrades to the sewer plant.

Miscellaneous

- There was an issue with the temperature and humidity in the archive room. Dan Feaes from the county came out to look at it after two HVAC companies did. He was able to get it back to normal.
- I have two individuals who have been writing articles for the website. One for handicapped issues and the other Alzheimer's, I appreciate them providing new and useful content for the site.
- The blower motor in one of the furnaces ceased and was replaced. The HVAC system is getting older and is requiring more maintenance.

Privilege of the Floor

Grace Gallivan thanked Trustee Donovan for his service and time invested in serving the community.

Robin Day asked about trash that was put to the curb at 42 Rochester Street.

Trustee Concerns

None

New Business

Procurement Policy Update

Mayor Barclay discussed the need to add information regarding Grant Consultants to the Procurement Policy regarding grant writing and administration.

A motion was made by Trustee Donovan and seconded by Trustee Robinson to approve the addition to the Procurement Policy. The motion was carried by a unanimous vote.

The following was added to the procurement policy:

XIV. Grant Consultant

When procuring the services of a grant consultant the Village will combine the application and administration process in a Request for Proposal to ensure the suitable number of proposals are secured proactively. The Village will authorize a consultant to pursue and ultimately administer a grant, both application and administration.

Resolution 5 of 2022 – Delegate to MEUA Semi-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 Semi-Annual Meeting of the Municipal Electric Utilities Association of New York State has been called on April 12, and April 13, 2022, 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 Gale be and is hereby designated as the accredited delegate of the Village of Bergen, New York.

A motion was made by Trustee Chimino and seconded by Trustee Donovan to approve Cortney Gale as Delegate to the MEUA Annual Meeting. The motion was approved by the following vote:

- Trustee Chimino – aye
- Trustee Donovan – aye
- Trustee Robinson – aye
- Trustee Marble - aye

Old Business

2022-2023 Budget

Mr. Gale asked the board if they had if they had any input or questions about the tentative 2022-2023 budget.

Adjournment

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

The meeting was adjourned at 7:15pm

Respectfully submitted,

Cortney W. Gale
Village Administrator