

**Regular Meeting  
Of the Board of Trustees  
Of the Village of Bergen at  
6:30pm on December 14<sup>th</sup>, 2022**

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

Trustee Michael Fleming  
Trustee Emily Marble  
Trustee Paul Robinson  
Trustee George Sardou

Also present: Village Administrator Cortney Gale, Duane Janas, and Robin Day.

**Approval of Bills**

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

**Approval of Minutes**

The approval of the November 9<sup>th</sup>, 2022 meeting was tabled until the January 11<sup>th</sup> meeting.

**Mayor**

**Grants**

- **ARPA**-American Rescue Plan Act (Hickory Park Restrooms Restoration Project). New underground electric service conductors have been installed as well as three door units installed into the block walls making the building weather tight. Work can now proceed on the interior with the village DPW crew providing the labor.
- **Consolidated Funding Application** The \$50,000 EPG planning grant to address inflow and infiltration issues of wastewater infrastructure. Clark-Patterson-Lee (CPL) will be overseeing the implementation of this grant.

**Miscellaneous.**

- Paul Robinson has volunteered to represent the village on the citizens advisory board of the Mill Seat Landfill. This vacancy was due to the resignation of Kevin Donovan. Again, we thank Kevin for his many years of service to the village and to Paul for filling this position.
- The Tree and Park committee has been meeting on the first Wednesday of each month. The committee is brainstorming ideas to improve our parks and put us in a better position to obtain grants and corporate funding in the future.
- I would like to thank all those involved with the annual Christmas Tree Lighting Ceremony held on December 5<sup>th</sup> Thanks to Cortney Gale, Rene' Vurraro, and Barb Zinter for once again organizing this great event along with the Bergen Fire Department, Mr. and Mrs. Santa Claus, the 5<sup>th</sup> and 6<sup>th</sup> grade school band, the singing silhouettes, Bergen Methodist Church Underground and for all the work the Village DPW crew provided during the set up and tear down of this event..
- PLM Engineering has been contacted to initiate a cost and equipment study analysis for a new substation.

**DPW**

- All trucks and equipment are ready for the winter season ahead.
- Approximately 80 feet of large diameter storm sewer was removed and replaced on Spring Street to eliminate flooding issues. The old line was severely impacted by tree roots. Our village crew performed all the labor involved in the excavation and replacement of the line.

**Sewer**

- No problems to report at the sewer plant at this time. I received a call from a resident with a sewer concern. Chris Fay handled the residents' concerns with courteous and professional service, The resident was impressed.
- We still await delivery of equipment for planned sewer upgrades to be started. Infiltration of ground water into manholes will be addressed prior to the spring thaw to get a handle on extreme high flows at the sewer plant

**Electric**

- Provided mutual aid to Churchville on December 12th to assist with electric upgrade.
- Took down military banners for the season
- Routine substation maintenance
- Christmas lights installation
- Tree trimming and removal of tree at Hickory Park

**Administrator****Sewer**

- The sludge permit for Monroe County WWTP has been submitted. This allows us to take sludge to the Van Lare wastewater treatment plant if necessary.
- There was an opening for the first class of sewer school, so Eric McGrain is attending SUNY Morrisville December 12<sup>th</sup> through the 23<sup>rd</sup>. He will also attend classes in January, February, and March.
- There was a conference call held today at 10:00am to discuss the progress of the sewer upgrade project.
- The closing for the sewer plant upgrade financing was December 8<sup>th</sup>.

**DPW**

- The street sweeper and LED light parts have been sold at auction which ended November 16<sup>th</sup>. We received \$4,800 for the Sweeper and \$275 for the LEDs.
- I submitted documentation to the state for reimbursement through the CHIPS program for the December 15<sup>th</sup> pay cycle.

**Electric**

- I received the results from the cyber security program through the New York Power Authority and Department of Homeland Security. We did fairly well, with no major issues. I will review the results with our IT person and resolve the minor issues.
- On November 15<sup>th</sup> I met with Jeff Smith from Municipal Solutions to discuss financing options for the proposed electric substation replacement. Interest rates have gone up but are still favorable for municipalities.

**Office**

- NYCLASS is set up and ready to receive funds. I would ask the Board to agree upon a policy to govern how much money is kept in NYCLASS and Tompkins Bank.
- I was very happy with the Village Tree Lighting Ceremony on December 5<sup>th</sup>. Thank you to everyone who helped make it possible. It was wonderful to see the community gather. Approximately 250-300 people were in attendance.
- Deputy Clerk Barb Zinter attended a training for the Town put on by the NYS Tug Hill Commission on November 29<sup>th</sup> and 30<sup>th</sup>. She is working on end of calendar year reports as well as the usual payroll,

Federal and State reporting. Barb has also participated in Planning/Zoning Board online training by NYCOM and Department of State.

- Deputy Treasurer Rene' Vurraro has been busy with electric and sewer billing. She has also participated in Planning/Zoning Board training online. Rene has been doing research for the Park Committee and is working on a mission statement as well as the groundwork for an updated Parks Master Plan. We received HEAP funds for qualified residents which contributes to incredibly low aged receivables.
- I filled out and submitted the documentation for our disability policy through Shelter Point insurance.

#### **Miscellaneous**

- Mayor Chimino, Barb Zinter and I met with Doug Smith from Assured Partners to discuss property insurance and employee benefits on November 16<sup>th</sup>.
- Our insurance agent is requesting that we put a Snow Removal Log in place. This would document anytime we remove snow and what the weather conditions are.
- There are some issues with our two electric car charging stations. The breakers trip every couple weeks and the one in the park's screen is broken. I have contacted the company six times and their repair department will not return my call.
- The office will be closed on December 23<sup>rd</sup>, 26<sup>th</sup>, 30<sup>th</sup>, and January 2<sup>nd</sup> for Christmas and New Year's.

### **CEO/ZEO**

#### **2020 Permits**

- 28 North Lake Ave - Permit Ext. New permit issued on 5/4/22
- 38 North Lake Ave - Inspection and Permit Ext. 3RD extension 4/23

#### **2021 Permits**

- 19 Buffalo Street - Fence 2 permits given for 2 different properties

#### **2022 Permits**

- 83 South Lake Ave - Remodel to Apartments
- 62 South Lake Ave - Replacement of 3 Antennas
- 24 Munger Street- Foundation Repairs and window replacement
- 28 North Lake -Remodel new permit 5/4/22
- 41 North Lake-Fence
- 12 South Lake - Separation wall
- 56 Rochester Street - Hot tub
- 38 Canterbury Lane - Addition with basement
- 41 South Lake Ave - Fence and Driveway
- 51 Rochester Street- Garage Addition
- 28 Rochester Street-Steel Garage
- 24 Munger Street - Shed

Number of Building Permits - 16

Number of C of C's and C of O's -3

Total Number of Inspections -18

Fire inspections- 2

### **Approval of Officer Reports**

A motion was made by Trustee Marble and seconded by Trustee Fleming to approve the officer's reports. The motion was carried by unanimous vote.

**Privilege of the Floor**

Duane Janas stated that the wire at 17 Clinton Street was taken care of and there is a nut missing from the east basketball hoop.

**Trustee Concerns**

**Trustee Sardou** believes that the area of route 33 near route 19 shouldn't be a 55 miles per hour zone. **Trustee Robinson** stated that the village looks great decorated for Christmas as does the Village Office.

**New Business**

**Videoconferencing Local Law**

Mr. Gale presented a proposed local law from the New York Conference of Mayors regarding guidance on videoconferencing board meetings and board members' participation via video. The board asked Mr. Gale to give them a quote of the costs of live stream meetings.

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**Resolution 13 of 2022 - Cash Management and Banking Policy**

The Board discussed a policy to govern how funds are transferred between the village's bank account and NYCLASS account.

A motion was made by Trustee Robinson and seconded by Trustee Marble to approve the policy with the addition of quarterly transactional reporting to the Board. The motion was carried by unanimous vote.

**Resolution 13 of 2022  
Cash Management and Banking Policy**

**WHEREAS**, on November 9<sup>th</sup>, 2022, the Board of Trustees of the Village of Bergen passed Resolution 12 of 2022 making New York Cooperative Liquid Assets Security Systems (NYCLASS) an official depository for Village of Bergen funds;

**WHEREAS**, the Village of Bergen wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement;

**WHEREAS**, it is prudent for the Village Board of Trustees to set forth a policy governing the transferring of funds and minimum balance requirements;

**NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE BOARD OF BERGEN, NEW YORK AS FOLLOWS:**

1. The Village Administrator, Deputy Clerk, and Deputy Treasurer are given the authority to transfer funds to and from NYCLASS and Tompkins Bank accounts. Transfers will only occur when it is necessary to pay invoices that have been approved by the Board or to maintain the balance requirements laid out by this policy.
2. Transfers not related to the above-mentioned circumstances will require permission from the Board of Trustees by way of majority vote from an official meeting.
3. The minimum balance that shall be kept in the Main Account at Tompkins Bank is \$10,000. All funds exceeding \$10,000 should be transferred to NYCLASS accounts.

4. Quarterly, the Board will be presented with a report of all transactions between the NYCLASS account and Tompkins Bank account for their review.

This Resolution will go into effect immediately.

### **Old Business**

#### **Hickory Park Bathroom Update**

Mayor Chimino gave the Board an update on renovations to the Hickory Park bathrooms.

#### **Adjournment**

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

The meeting was adjourned at 7:20pm

Respectfully submitted,

Cortney W. Gale  
Village Administrator