

**Budget Meeting & Regular Meeting
Of the Board of Trustees
Of the Village of Bergen at
5:30pm on March 14th, 2018**

Budget Meeting

The Board reviewed the 2018-2019 Tentative General, Sewer, and Electric budgets. Public hearing for the budget was set for 6:45pm on April 25th 2018.

Regular Meeting

The regular meeting of the Board of Trustees was called to order by Mayor Barclay at 7:00pm with the following present:

Trustee Vickie Almquist
Trustee Kevin Donovan
Trustee Robert Fedele
Trustee Emily VanEenwyk

Also present were: Village Administrator Cortney Gale and DPW Supervisor Gary Zawodzinski.

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 February 14th 2018 was made by Trustee Donovan and seconded by Trustee Fedele. The motion was carried by following vote:

Trustee Vickie Almquist - aye
Trustee Kevin Donovan - aye
Trustee Robert Fedele - aye
Trustee Emily VanEenwyk - abstain

Mayor's Report

Farmers Market

- Plans for the 2018 Farmers Market are coming together; we met on March 12th. The market will run from June 28 – September 27, Thursdays, 4-8pm at Hickory Park, Bob Fedele and Lynn Wilkens will co-manage the market with the assistance of the Farmers Market Committee. An application and market rules document was established, members are working on signing up vendors, fundraiser groups, entertainment, and advertising. The next meeting is April 9th at 7pm

NYSERDA

- We have been contacted by NYSERDA that we would be receiving a confirmation letter, and that a committee would be contacting us to review our planned project; neither has happened. Cortney and I are

hoping for a conference call with Matt Halladay (Clean Energy Coordinator) to clarify details so that the project can move forward.

Veteran Memorial and Hickory Park Entrance

- Gary and I have been working with Tom Williamson, Legion Commander, to plan the new Veteran's Memorial. The village will be doing a majority of the site work as our donation to the project, fundraising is ongoing, the "buy a brick program is going well. The dedication of the memorial will be June 9th during the Park Festival.

Park Committee

- At our March 7th meeting, plans were made for the annual disc golf tournament to be held on Saturday, July 14th.
- Plans were also made for a Scrap Metal Drive to be held the week of April 28th, ending on May 5th (Bulk Pick-up Day). Gary Zawodzinski and DPW will set aside an area near the Quonset Hut for metal collection (appliances with Freon will not be accepted).
- The village has once again earned recognition as a Tree City USA by the Arbor Day Foundation.

CAD

- I have contacted Pat McGee (BB HS Principal) to arrange for Community Action Day and our annual Arbor Day Ceremony and tree planting. The date is May 23rd, rain date May 24th. We will be working with the 7th grade class again this year.

Congressman Collins

- George McNerney, Field Director for Congressman Chris Collins, Supervisor Haywood and I met on Feb. 26. Topics discussed were the county water project, parks, Village Main Street, Route 19 improvements, village sidewalks, etc. We have invited the Congressman and George McNerney to return to visit the parks, buildings etc. in the town and village, as well as to the memorial dedication. Congressman Collins is interested in maintaining a strong working relationship with the towns in his district requested the meeting as a way to do so.
- As a result of the meeting, Bridget Corcoran from the same office will be contacting us about grant opportunities.

Recycling Grant

- I completed and submitted an application for recycling containers for Hickory, Hartland, and Carpenter Parks.

Meetings, etc.

- Office Carpeting – K D Carpet has completed the installation of carpeting throughout the office area and board room. The removal of the carpeting and floor preparation took more time and material than was estimated, but the project was completed in time for the office to be "put back together" and open on time Monday morning. Thank you to everyone!!
- Meetings, discussion with our attorney, etc. have taken place for the retirement incentive document to be completed.
- Little Guppies Childcare – I met with Amy Hathaway to discuss signage for the daycare, possible ways to promote the daycare, and ways for the daycare to participate in village activities.
- The fire department annual banquet will be held March 24th, Gary Mielke and Carl Pocock are celebrating 50 years of service. Emily and a guest will attend and present the village awards.
- I met with Cindy Favata to discuss ways to promote storefronts in the downtown area. There is interest by a carpet business to open a showroom on Main Street.
- I have received a couple of requests from property owners for grant information for funds available for construction projects.
- Conference call for EPG #77155 with EFC and DEC staff to discuss next steps of the disinfectant engineering grant.

Administrator's

Electric/Sewer

- Electric bills were due yesterday March 13th. There were 61 shut off letters sent which resulted in 14 shutoff “door knockers”, which is consistent with the last few months. The next electric bill will go out March 21st and will be due April 10th.
- The sewer bills were due March 2nd. Unpaid sewer bills will be sent to the county for collection if they are not paid by the end of April.
- The last payment was made for the insulation program through New York Power Authority. The Bergen Energy Efficiency Program is accumulating funds, we need to add programs and promote the ones we have to increase use.

Refuse/ Sewer Bids

- The bid for refuse collection was advertised and the packets have been requested by two companies. The bid opening will be April 13th at 11:00am.
- The bid opening for sewer tank pumping is scheduled for March 16th at 11:00am. We have received one bid so far.

Office

- Deputy Clerk Barb Zinter submitted the U.S. Department of Energy Annual Electric Power Industry report and the monthly U.S. Department of Labor Bureau and Statistics Employment Statistics Report. She reconciled bank statements and is working on the next newsletter. If you have anything for the newsletter please give her the information by March 19th. Barb is getting familiar with the new online retirement system which we will be required to use starting in April.
- Deputy Treasurer Rene Vurraro has been working on end of month reporting, sewer billing, and updating reports needed for the end of fiscal year. Rene has been archiving and filing after things were rearranged for the new carpet. She prepared a spreadsheet for the New York Power Authority regarding our biggest users.

Election

- Everything is on track for the March 20th election. The election inspectors have taken their oaths and committed to working the day. I received the registered voters list from the County and the ballots are prepared.
- I’ve received requests from many news outlets regarding our election and candidates.

Miscellaneous

- The back apartment is still vacant. I have shown it to two individuals and received an application. I advertised on Craigslist and put a flyer up in Ralph and Rosie’s as well as the library.
- Paul Marchese from Marchese Computer was here to fix our phone system and show us how to change the out of office message.
- I am continuing to work on the website with Jim Kane. If you have anything you want added or think should be removed from the site please let me know, now is the time to make those changes.
- I have been working with the village attorney, Teamsters representative and health insurance companies to work out details for the retirement incentive.

DPW Supervisor’s Report

DPW/Parks

- We previously have discussed the replacement of the Sterling dump truck; based on budget we would like Village Board approval to proceed with the purchase and order the dump truck as well as the zero turn mower. We will be billed after June 1, 2018 for each of these as they fall into the new budget.
- There has been much discussion with Tom Williamson and the American Legion regarding the New Veterans Memorial in Hickory Park. We have given them some additional less expensive options to assist

but the ball is squarely in their court and we are awaiting a decision so we can proceed as soon as the weather breaks.

- Apartment 14-2 is complete and is being advertised for a new tenant.
- Bollards for the back and front parking lots at Tulley have been purchased. They are being painted and we hope to install as soon as the weather breaks.
- New Carpet was installed in the Tulley Building Offices, the Village Historian's Office has been consolidated with the DPW Supervisor and Code Enforcement Officer.

Electric

- The linemen have worked on winter snow removal
- The linemen are attending the Annual MEUA Engineering Conference today and tomorrow.
- Infrared Scanning of the lines for hot spots has been ongoing, this is for finding problem spots
- Additional tree trimming is ongoing

Waste Water Treatment Plant

- Composting of our first large pile is complete and has passed.
- UV disinfection samples have been analyzed and completed, an estimate for the UV Disinfection unit has come in at \$52,000. We are still hoping that the Regulatory Fecal Coliform discharge limit will be met with the membranes and that we will not have to further treat. This is ongoing.
- We have had another discharge pump failure; this pump will be repaired at an estimated cost of \$1,100.00. Since the warranty had just expired Siewart has agreed to just charge us tech time for laser alignment to reset the pump after it is repaired. This should save about \$800.00.
- Chris is attending an NYWEA seminar tomorrow, topics are bio digestion and pH for phosphorous treatment, this should be an excellent learning experience.
- We had a conference call with EFC regarding our Disinfection grant, since we need to take numerous samples of the effluent study, EFC has agreed that the purchase of an auto sampler is justified. Quotes have been accepted and have been passed on to Eric Weis of Clark Patterson Lee and EFC for final approval.

Privilege of the Floor

None

Trustee Concerns

Trustee Donovan was asked about the steps at St Brigid Church and if there is any problem getting the sidewalk plow by them. Mr. Donnelly asked him if there may be a way to put sidewalks down LeRoy Street. Trustee Donovan asked about the erosion on Gates Street. Mr. Zawodzinski reported that he is working with the county on the project.

New Business

Veterans Memorial

Information about the progress on the Veterans Memorial can be found in Reports

Farm Market

Mayor Barclay discussed the progress of the Farm Market and request for financial support.

A motion was made by Trustee VanEenwyk and seconded by Trustee Fedele to contribute \$600 to the Bergen Farm Market. The motion was carried by a unanimous vote.

Re-Organizational Meeting/Department Liaisons/Procedures

Mayor Barclay asked the Board to review the Re-Organization document to discuss any changes at a future meeting. Mr. Gale suggested that each Board member be a liaison to a department and that it be added to the Re-Organizational meeting. The Board set the Re-Organizational meeting for April 25th with a public hearing set for 6:30pm.

April Meeting

The next regular meeting of the village board will be held on April 25th. The meeting scheduled for April 11th is cancelled in lieu of a joint meeting with the Town of Bergen on April 10th at 6:00pm.

Old Business

Sage Pavilion Employee Rental

The Board discussed the rental of the Sage Pavilion by Village employees and decided that each employee and retiree is allowed to rent it once a year at no charge.

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