

**Regular Meeting  
Of the Board of Trustees  
Of the Village of Bergen at  
6:30pm on July 10<sup>th</sup>, 2019**

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 were: Village Administrator Cortney Gale and Douglas Smith.

**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 June 12<sup>th</sup>, 2019 was made by Trustee Fedele and seconded by Trustee Donovan. The motion was carried by a unanimous vote:

**Mayor's Report**

**Grants**

- NYSERDA grant project - NYSERDA has contacted us to verify where reimbursement monies are to be sent. NYSERDA requested our participation in a Clean Communities survey which I completed and submitted.
- There has been contact throughout the month with property owners participating in the Main Street grant process. Main Street participants (property owners), Cortney Gale, and I met with Ed Flynn (Labella Associates) on July 8<sup>th</sup> to review the next steps toward building restoration/renovation work. In Site Architecture is in the process of developing plan drawings for the projects as part of the administrative work. A schedule of meetings with property owners and Ed Flynn has been developed for July 30 to review each project individually. Cortney Gale and I have been supporting property owners through the process.

**Committees**

- **Park Committee** meeting was held July 3; final plans and schedule for the July 20<sup>th</sup> disc golf tournament were set, information for the 2019 Community Yard Sale on August 17<sup>th</sup> will be sent out on village website, twitter and Facebook along with ads in local papers.
- I met with Zach Kuter at the playground in Hickory Park to determine whether or not the equipment could be repaired and used for an extended period of time. Instead of applying for a 50/50 grant to purchase new equipment, the existing one will be repaired. Our staff will make structural repairs, we have purchased climbing nets, and the park committee members have volunteered to paint.

- Cortney Gale, Chris Fay, and I met with Eric Wies (village engineer from Clark Patterson Lee) to discuss concerns at the WWTP; setting a date for installation of the additional blower, determine the process and supplier for replacing the membranes, and how to address inflow and infiltration.

### **Planning Board**

- A work session on June 19 with Molly B. Gaudio (Barton Loguidice) was very informative (Kevin Donovan and I attended and will be working with the board to plan work tasks for the zoning law updates).
- Matt Kleehammer would like to be approved by the village board as an alternate member of the Planning Board.

### **Summer Rec**

- The free village program will run from July 15 through August 9<sup>th</sup> this year. I have been working with Mary DellaPenna to arrange for free lunches for all participants for the 4 weeks, Shari Schuck (head counselor) for program and supplies, Emily VanEenwyk, and interviewed and approved Josh Fleming as assistant counselor. We will also have a 2<sup>nd</sup> assistant counselor from GC Job Development

### **Meetings. Etc.**

- David Burke and I met to plan the dedication ceremony for the mural Technicolor Woodland Sunset installed in the Sage Pavilion. About 30 people, including Jody Fisher from GoArt, attended the ceremony on June 20th.
- A resident has requested the village trim private trees overhanging a village street to make access for his camper trailer; we are working to resolve the issue.
- I have contacted Roger Caldwell (BBCS) to schedule general maintenance by the village of the wastewater pumping equipment, copies of Chemical Safety Data Sheets for the cleaning materials, etc being used and flushed into our system as precaution of impact on the system.
- Town Supervisor Haywood and I met to discuss the town's moratorium on solar farms and the progress being made on their solar legislation, and updates on town/village projects. I have also requested plans for Coach Tony's building project in the industrial park so that our electric and sewer departments are prepared.
- I completed and submitted a letter on behalf of the village board to Senator Gillabrand's office (she is a member of the Senate Environment and Public Works Committee (EPW)). To express our opposition to language in the upcoming EPW bill that allows for longer or heavier tractor-trailers on any state or local roads.
  - A new metal roof has been installed on the front Pavilion in Hickory Park, bollards and chain are being installed at the entrance to the WWTP to prevent illegal dumping, composting is being done at WWTP, etc.

## **Administrator's**

### **Department of Public Works**

- Sewer plant operator, Chris Fay has resolved issues with the Screw Press and it is working fine. He has begun working with AD Call to pump septic tanks. Chris is working on end of year reports for composting.
- The linemen continue to replace transformers; they replaced poles at Bonduelle, are painting downtown streetlights and are providing mutual aid to Castile today. Next week they will be working on cutting down trees on Route 19 south of Route 33.
- DPW employee Zach Kuter has been maintaining parks and equipment. He will be working on repairing the driveway entrance at the Sage Pavilion and road damage on Rochester Street next week.
- I contacted the Village Attorney to discuss agreements and easements for drainage work to be done on Spring and Gates Streets.

- The new meter reader was used for the first time on July 1<sup>st</sup> and worked well.
- Ken Kuter spoke with representatives from Waste Management and they will begin taking our brush in August. I contacted BC Excavating to grind our current brush pile; it will be scheduled for early to mid-September.

#### **Office**

- Deputy Clerk Barb Zinter continues to work hard to close out the 2018-2019 fiscal year and prepare Annual Update Document and Public Service Commission (PSC) Report. She is preparing for accountant Bill Freitag's visit on July 31<sup>st</sup> and August 1<sup>st</sup>.
- Deputy Treasurer Rene' Vurraro has been working on property taxes and reconciling Accounts Receivable and Bergen Energy Efficiency Program with Barb.
- To date we have received 91% of property tax payments. Taxes that are received after July 1<sup>st</sup> will incur a late fee.
- I am finishing the three reports that are required to be sent to the Public Service Commission for the Bergen Energy Efficiency Program every year. I should have it to them by the end of next week.
- The increase hydro-electric allotment for Bonduelle is being held up by New York Power Authority. I spoke to Tony Modafferi on July 8<sup>th</sup> and he will speak to them to see if it can be moved along.

#### **Miscellaneous**

- Every year we purchase two Fixed Rate Transmission Congestion Contracts from the New York Independent System Operator (NYISO). In the past it has cost \$840 dollars. This year it will cost \$15,437.62. The current market and reconstruction projects have caused all rates to increase dramatically.
- There were drugs found in a septic tank in a commercial area and the police were called.
- I completed the Local Highway Inventory for New York State DOT and met with a representative from NYMIR regarding the insurance claim.
- Village Attorney Mark Boylan was contacted about the sale of the Bonduelle property by their attorney.

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

Douglas Smith of Canterbury Lane talked to the Board about trees in the Hartland subdivision needing to be trimmed. He stated that branches hit his camper and cause damage. Mayor Barclay said the trees in question do not belong to the Village and that she would talk to the property owners about trimming them.

#### **Trustee Concerns**

**Trustee VanEenwyk** asked about the cost of the carpet cleaning bill. Mr. Gale told her that it was higher than previous bills because an application of Teflon was applied to protect the carpet.

**Trustee Donovan** discussed the possibility of the Village using a clothing rental/cleaning service for DPW employee's clothes instead of giving them a clothing allowance.

**Trustee Fedele** noted that there was a pothole on Rochester Street, but it has been fixed.

#### **New Business**

##### **Planning Board Member Appointments**

Mayor Barclay appointed Matthew Kleehammer as an alternate member of the Planning Board. A motion was made by Trustee Almquist and seconded by Trustee VanEenwyk to approve the appointment of Matthew Kleehammer as an alternate to the Planning Board. The motion was carried by a unanimous vote.

##### **Village Ownership of Sidewalks**

Mr. Gale reported on information he obtained from the New York Conference of Mayors which stated any sidewalk that is within the municipal right-of-way is considered part of the street and therefore property of the Village.

### **Backup Waste Water Treatment Plant Operator**

Mr. Gale discussed the NYS Department of Environmental Conservation's requirements for a back-up Waste Water Treatment Plant Operator.

### **Mill Seat Landfill Citizen Advisory Board**

Mayor Barclay gave the Board a copy of the April 16<sup>th</sup>, 2019 minutes of the Mill Seat Landfill Citizen Advisory Board. She discussed information in the minutes including, revenue sharing, Fire Department call outs for methane odors, resident odor complaints and that there is better communication with email notifications being sent out by the new landfill manager.

### **Old Business**

#### **Summer Recreation Program**

Mayor Barclay talked to the Board about the upcoming Summer Recreation Program that runs from July 15<sup>th</sup> to August 9<sup>th</sup>.

#### **Adjournment**

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

The meeting was adjourned at 8:00pm

Respectfully submitted,

Cortney W. Gale  
Village Administrator