

**Regular Meeting
Of the Board of Trustees
Of the Village of Bergen at
6:30pm on February 12th, 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 and Waste Water Treatment Plant Operator Chris Fay.

Approval of Bills

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

Approval of Minutes

A motion to approve the meeting minutes of January 29th, 2020 was made by Trustee Fedele and seconded by Trustee Almquist. The motion was carried by a unanimous vote.

Mayor's Report

Grants

- **Main Street** –Project paperwork for the Streetscape portion of the Main Street Grant has been submitted to the selection committee for approval. Millers Millworks will not be able to help us with the signs, we will need to investigate other options. I have met with all the building owners concerning their project progress, and their participation in the Streetscape portion of the grant. Ed Flynn (Labella) consults with us regularly on the grant progression. I have contacted all building owners who are still eligible to participate in the program but have not yet developed a project.
- **WIIA (NYS Water Infrastructure Improvement Act) grant** -We received a copy of the bidding document from Clark Paterson Lee for the new membranes for the Waste Water Treatment Plant. The bid advertisement will be in the Batavia Daily, bids are due by February 27th at 2 pm. A meeting with Eric Wies (village engineer) was held to discuss project planning. A conference call was held today for the WWTP Financing Plan and Project Timeline.

Committees/Boards

- **Park Committee** – Meeting was held February 5; tentative plans are being made for participation in the annual Park Festival, annual disc golf tournament, spring tree plantings (types and locations), and the possibility of a combined scrap metal/e-waste week-end in the village.
- **Planning Board/Zoning Board Update Committee**- At the Jan. 15th meeting, the committee reviewed the Village of Bergen Zoning map clarifying current zoning districts, and discussing modifications based on the comprehensive plan and changing needs of the village.

WWTP

- Cortney Gale, Chris Fay (WWTP operator), and I met to discuss plant issues and develop a tentative schedule for implementation of the WIIA grant program. A tentative schedule includes bidding out of membranes, securing part for the Rochester Street Station, purchasing a generator for the Gibson

Street Station, install conduit between the two Waste Water Treatment Plant buildings, replacing post phosphorus treatment screens, building a “shed” over the Industrial Park Station, and the installation of UV treatment equipment (required by the DEC). A polymer mixing station will be purchased and installed.

Electric

- Nick Booher (lineman), Matt Sluberski (lineman), Cortney Gale and I met to discuss planned electrical work. This will include completion of tree removal crowding lines on the Bissell property, re-loop work on Parkview Ave, metering upgrades, ongoing shop upgrades, and beginning plans for the building of a new substation.

DPW

- Zach Kuter, Kirk Roberts, Cortney Gale, and I met for spring planning purposes; work will include continued storm drain cleaning and repair, sidewalk repair, Tulley roof sealing, road work (mill and seal of Rochester Street, paving of Richmond, other work to include Gibson, Buffalo, and possibly Munger), replace downtown drainage troughs, and build a storage closet in Sage Pavilion.

Etc.

- I have completed and submitted the Annual Youth Bureau Report for our summer recreation program.
- The Imagination Library Committee (Donna Gerrard, Stephanie Burke, and me) met January 22 to plan year ahead.
- I am working with the Triangle Club on a recognition banner program for service members from our community.
- The village board presented Bob Bausch, retiring legislative chairman and former village board member with a proclamation and gift in appreciation of his service to the community.
- The administrator and I had a phone conference with representatives of GreenSpark Solar (Rochester NY) to discuss possible solar panels at the WWTP.
- I completed and submitted the Village Boundary Validation paperwork to the Census Bureau. The information is used to tabulate data for the 2020 Census.
- I had the privilege of introducing Tom Williamson, an honoree, at the Bergen Business and Civic Recognition Dinner.
- I have been working on the possibility of village residents being given the opportunity to work with a NYSERDA program associated with Energy Star. This is a program similar to the insulation program several residents participated in.

Administrator's

Sewer

- The bid specifications for the Waste Water Treatment Plant membranes will be published on February 20th in the Batavia Daily News.
- The Mayor and I were on a conference call today to discuss the timeline of the sewer upgrades.
- I submitted the Designated Minority- & Women-Owned Business Enterprise Officer (MBO) document for the sewer upgrade project. The MBO is Mayor Barclay.
- There were a number of issues at the sewer plant this week believed to be caused by the melting snow. Plant Operator Chris Fay was called in many times to work through the issues to prevent an overflow.

DPW

- DPW workers have been keeping busy with equipment maintenance and holiday decorations when they weren't plowing sidewalks and removing snow.
- I am putting the old Ford F-450 on an auction website. It is on for two weeks, we do not have to accept the highest bid if it is less than what we want.

Electric

- The Linemen have been working on their shop and doing maintenance on equipment.

- I have been working with First Light Fiber on their application to attach to our utility poles.
- Municipal Electric Utility Association (MEUA) sent a resolution for the Board to pass that would approve the signing of a new long-term agreement with the New York Power Authority for hydro-electric power.

Office

- We have been participating in a winter webinar series about electronic archiving, which has led us to organize the shared computer drive that holds all of our electronic documents.
- Deputy Clerk Barb Zinter reconciled the bank statements and filed the regular reports. She has sent out the end of year documents including 1099s and W-2s. Barb organized the refuse toter spreadsheet. She also is working on our gold certification for the NYS retirement system as well as pulled together sewer plant data for the DEC and our engineers.
- Deputy Treasurer Rene' Vurraro continues to organize the archive room and other files in the office. She has billed companies that are attached to our utility poles and billed residents for electric and sewer.
- I received a quote from an IT professional to update our computer systems. I'll be working with him on the various options to come up with a firm price to present to the Board. Security and back up is the most important.

Miscellaneous

- Michelle Leroux from NYMIR will be coming on February 18th to do a risk review on our buildings.
- The two AEDs (Automated External Defibrillator) are expired. The cost to replace them is \$1,500. One is in the Office the other on the electric truck.
- We have a tenant that has not paid rent on time. I have contacted an attorney to help with the eviction process.

Privilege of the Floor

None

Trustee Concerns

Trustee Donovan noticed a tree limb on an electric line on Swamp Road. Mr. Gale will ask the linemen to investigate.

New Business

Sewer Plant Grant & Upgrades

Mayor Barclay discussed the sewer plant upgrades with the board and the funding process.

Engineering Agreement for Sewer Grant

A motion was made by Trustee Fedele and seconded by Trustee Almquist to approve the Engineering Agreement which is required for the Sewer Grant. The motion was carried by a unanimous vote.

Old Business

None

Executive Session

Executive Session was requested by Mayor Barclay to discuss union negotiations. A motion was made by Trustee Fedele and seconded by Trustee Donovan to enter executive session at 8:05pm. The motion was carried by a unanimous vote.

A motion was made by Trustee VanEenwyk and seconded by Trustee Fedele to exit executive session at 9:09pm. The motion was carried by a unanimous vote.

Budget Meeting – A budget meeting was scheduled for February 26th 2020 at 6:30pm.

Adjournment

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

The meeting was adjourned at 9:10pm

Respectfully submitted,

Cortney W. Gale
Village Administrator