

**Regular Meeting
Of the Board of Trustees
Of the Village of Bergen at
6:30pm on March 8th, 2023**

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 Paul Robinson
Trustee George Sardou

Trustee Emily Marble was absent.

Also present: Village Administrator Cortney Gale, Megan Klem, Duane Janis, Todd Cargill, Grace Gallivan, Robin Day, and Barb Zinter.

Approval of Bills

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

Approval of Minutes

A motion to approve the meeting minutes of February 8th, 2023, was made by Trustee Fleming and seconded by Trustee Sardou. The motion was carried by a unanimous vote.

Mayor

Grants

- **ARPA**-American Rescue Plan Act (Hickory Park Restrooms Restoration Project). Renovation of facilities continues and will be completed in the spring of 2023.
- **Consolidated Funding Application.** We are awaiting the next cycle of grant opportunities to be applied for which will be offered in the spring that would benefit the village.
- **Preserve NY Grant-** The Landmark Society of Western New York is attending the March 08, meeting to discuss expanding the Historic District in the Village of Bergen. This grant could potentially fund 80% of the project. Funding opportunities such as the NYS Historic Homeownership Tax Credit program and the State and Federal Commercial Rehabilitation Tax Credit programs, as well as other future grant opportunities.

Miscellaneous

- Attended the Bergen Fire Department Banquet. I was proud to address all those present and express on the village's behalf a sincere thank you for all the services they provide 24/7-365 days a year. I was also honored to present to the chief the Dewitt-Clinton award for exceptional community service which was presented by the Grand Lodge of the State of New York Free and Accepted Masons.
- The Tree and Park committee met on March 01. We are currently updating our Parks Master Plan, have drafted a mission statement, and are focusing on what the committee has named the Hickory Park Project. This project will be a grant and community funded project which is divided into phases. Each phase will enhance the beauty and enjoyment of the park.
- Attended the Bergen Fire Department monthly meeting on March 06

DPW

- Working on Park restrooms as time permits outside of regular work duties such as snow removal and equipment maintenance.
- Received a quote for repairs to the brick on our Tulley Building. We will be looking to put this restoration work out to competitive bid if the board so desires.

Sewer

- No mechanical problems to report at sewer plant.
- Ordered equipment for wastewater plant upgrades is beginning to be delivered on site.
- Some wastewater manholes in low lying areas along the Minnie creek bank are being scheduled for replacement.

Electric

- Linemen will be attending an engineering workshop March 09-10 in Syracuse N.Y.
- Linemen have finished the infrared of homes of those residents who had signed up for the free service to assist with energy efficiency.
- Linemen have finished up the yearly inventory of stock and tools. They have taken pictures of everything to thoroughly document the inventory. This will be a valuable asset if a situation should arise in the future.
- PLM engineering has been hired to perform an engineering scope of services of our electric system. This study is expected to take up to six months to complete at a cost not to exceed \$14,300.00 without prior authorization of the board of trustees.

Administrator**Sewer**

- Three engineering firms responded to our Request for Qualifications (RFQ) for the \$50,000 Engineering Study Grant, CPL; Larsen and Hunt. After completing the scoring sheet provided by Municipal Solutions, I would recommend CPL be awarded the project after contract negotiations.
- Sewer Plant operator Chris Fay completed the annual Bio Solid Composting report as well as the WFOR and monthly DMR.
- Chris met with Pete from STC construction to look at the manholes and make plans for the upcoming plant improvements
- Kyle from Albion came again to train with Chris as our back up sewer operator until Eric McGrain becomes licensed. He will be here once a week for the next month or so.
- I provided information to the DEC for the grant that is attached to the funding for the sewer plant upgrades. They then released the funds and sent us \$147,633.

DPW

- I completed the Annual Certification of Local Highway Miles for the State.
- The DPW continues to work on snow removal, bathroom remodel, vehicle/power tool maintenance, and organizing the Quonset Hut.

Electric

- We have been working on getting the information together for the sale of the West Sweden power line to National Grid. They are requesting the easements, maps, and right of way survey.
- The Linemen used the infrared camera to scan six homes who signed up to have it done.
- Rene' went to Holley on February 13th to assist them with electric billing. Their Clerk resigned.
- We have only received payment from one company out of four that are attached to our poles.
- The Squirtboom was in the shop due to warning lights being on and recall issues needing to be taken care of.

Office

- As of March 2nd we have made \$9,157.49 in NYCLASS. The interest rate is currently 4.24%.
- The Planning Board met on February 15th and had a public hearing for a change of use and sign permit for 8121 Buffalo Road, which they approved.
- There was an issue with garbage pickup on February 15th, the truck's liner was torn and spilling glass and debris when they used the compactor. They were contacted to come back and clean it up.
- Barb submitted The US Department of Energy's Annual Electric Power Industry Report on March 3rd. She is also working on the Town's Annual Update document.
- Rene created a survey for Hickory Park, and we put it in the newsletter and on social media. She has been working on updating the Park's Master Plan. There have been 60 responses to the survey so far.

Miscellaneous

- I have made the ballot and absentee ballot for the March 21st election. The last legal notice ran in the March 7th edition of the Batavia Daily News. Notices were posted at the Library, Post Office, and window of the Village Office.
- I participated in an Election Webinar on March 7th through NYCOM.
- We received documents from RG&E and CPL so the gas line to the Gibson Place lift station can be installed.

Code Enforcement Officer**2020 Permits**

28 North Lake Ave – Permit extension. New permit was issued on 5/4/22.

38 North Lake Ave – Inspection and permit extension. 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

24 Munger Street – Foundation repair and window replacement

28 North Lake Ave – Remodel, new permit 5/4/22

41 North Lake Ave – Fence

12 South Lake – Separation wall

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

Approval of Officer Reports

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

Privilege of the Floor

Todd Cargill said there is a pothole in need of repair in front of 57 Rochester Street. He also said a residential plow driver plowed at 57 & 59 Rochester and filled the sidewalks with snow. He commended the DPW staff for doing a good job with snow removal this year.

Robin Day asked if anyone was attending Genesee Association of Municipality (GAM) meetings. She also inquired about the ownership of the property the current and proposed electric substation is on.

Duane Janis commented on the hard work of the DPW as they were picking up debris alongside the road in the rain.

Trustee Concerns

George Sardou was thankful for the opportunity and privilege to serve the community.

New Business

Landmark Society Presentation

Megan Klem from the Landmark Society of Western New York gave the board a presentation about extending the Historical District and the benefits.

Bergen Fire Department Member Approval

A motion was made by Trustee Fleming and seconded by Trustee Robinson to approve Logan Fregoe, Lea Donofrio, Isabelle Best, Emma Starowitz, Samuel Cassano, Thomas Reynolds, Ashton Gavenda, Michael Hicks, and Paul Monroe as members of the Bergen Volunteer Fire Department. The motion was carried by unanimous vote.

Pump Station Improvements – Payment #2 and #3

A motion was made by Trustee Robinson and seconded by Trustee Fleming to approve payment #2 and #3 for work on the sewer system improvements. The motion passed unanimously.

Resolution 4 of 2023 – Infiltration Grant Engineer

A RESOLUTION OF THE VILLAGE OF BERGEN AUTHORIZING NEGOTIATIONS WITH THE HIGHEST-RANKED QUALIFIED FIRM, CLARK PATTERSON AND LEE ENGINEERS, PURSUANT TO AN RFP FOR ENGINEERING SERVICES RELATED TO THE VILLAGE’S ENVIRONMENTAL PLANNING GRANT CFA PROJECT, AND AUTHORIZING, UPON SUCCESSFUL NEGOTIATION, THE AWARD OF A PROFESSIONAL SERVICES AGREEMENT FOR SUCH SERVICES

WHEREAS, on January 14th, 2023, the Village of Bergen (“Village”) issued and advertised a Request for Qualifications seeking qualified firms to provide general planning services and the preparation of a Wastewater Infiltration and Inflow report for the Village (“Services”); and

WHEREAS, proposals received from qualified firms in response to the RFQ were evaluated and ranked, with three firms responding, and three firms were ranked as responsive and qualified, with, Clark Patterson Lee (CPL Engineers) Engineers as the highest-ranked firm; and

WHEREAS, the Village Board wishes to authorize the Village Administrator and Mayor to negotiate a professional services agreement with the highest-ranked firm, CPL Engineers, including a scope of services and fees for the Services; and

WHEREAS, the Village Board finds that it is in the best interest of the Village to proceed as indicated in this Resolution and authorize negotiations with the qualified firms in order to enter into a professional services agreement for the Services.

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

Section 1. Negotiations Authorized With CPL Engineers for services related to the Village’s Engineering Planning Grant. The Village Administrator and/or the Village Mayor are hereby authorized to negotiate a professional services agreement with CPL Engineers including a scope of services and fees for the Services and, if necessary, authorization is granted to readvertise for additional engineering proposals if successful negotiations cannot be completed with the firm.

Section 2. Implementation. The Village Treasurer and/or the Village Mayor are hereby authorized to take any further action as necessary to implement the purposes of this Resolution.

Section 3. Effective Date. This Resolution shall be effective immediately upon adoption.

Old Business

2023-2024 Budget Discussion

Mayor Chimino asked if there were any questions on the tentative budgets and reviewed minor changes. A public hearing was suggested for the budgets on April 12th.

A motion was made by Trustee Robinson and seconded by Trustee Sardou to hold a public hearing on the tentative 2023-2024 General, Sewer and Electric Budgets on April 12th at 6:15pm. The motion was carried by unanimous vote.

Hickory Park Walking Path

Mayor Chimino discussed the plans with the Board to resurface the walking path in Hickory Park.

Tulley Brick Repair

Mayor Chimino discussed with the Board plans to go out for bid for the repairs to the brick on the Tulley Building.

Adjournment

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

The meeting was adjourned at 8:23pm

Respectfully submitted,

Cortney W. Gale
Village Administrator