Town Board Meeting Town of Bergen June 9th, 2020

Meeting to be conducted via Teleconferencing

Agenda

I. Audit of the Bills 6:45 pm, Call to Order 7:00 pm

Prayer Almighty God, as we meet today to conduct matters of Town business, grant us the wisdom to remember as we work that we are servants of our constituency. Assist us to be sure our decisions should be in the best interests of the Town and its citizens, entirely unblemished by any thoughts of personal benefit. Amen.

Pledge to the flag

II. Privilege of the Floor:

III. Approval of meeting Minutes for: Regular Meeting 5/26/2020 and Special meeting 5/16/2020

IV. Communications included with this agenda:

- 1. Supervisor Report for May 2020
- 2. Summary spreadsheets for May 2020
- 3. Town Clerk Report for May 2020
- 4. ZEO/CEO Report for May 2020
- 5. Resignation letter from Cindy Burke, Bookkeeper dated 5/28/2020 and effective 6/20/2020
- 6. Proposed 2021 Budget Development Timeline
- 7. Request of USDA to trap and treat for the Cherry Fruit Fly on Town Property -dated 5/27/2020
- 8. Revised resolution -Emergency Expenditure Reductions Due to Genesee County Legislature Rescinded Revenue Distribution Agreement
- 9. Announcement of new State Archives -LGS-1 Retention Schedule.
- 10. Resolution for the adoption of NY State Archives- LGS-1 Retention Scheudle
- 11. TE9c Request for Linear Speed Limit-Traffic Study (Route 262 from Buffalo Street extension to Intersection of Routes 19 and 262

V. Board Members' items for addition to the agenda

VI. Reports:

Supervisor

Clerk

Board Members

Zoning / Code Enforcement:

-Follow up to concern of activity on property at 7375 N.

Bergen Road

-Follow up to concerns by Joe and Sally Mech

Highway

Committees

- -Building, Grounds, and Facilities (cemeteries)
- -Parks
- -Local History & Museum
- -Policy and Personnel: Negotiating Team
- -Transfer Station

VII. Old Business:

- Town of Bergen Water Improvement Benefit Area #1 project- Update:
 -Request for School Road out of water district user
- COVID- 19 Updates- Re-entry plan updates

VIII. New Business:

- Resolution to request the New York State Department of Transportation to conduct a speed limit Traffic Study on Route 262. and the second
- Proposal for Bookkeeping services
- Change date of 6/23/2020 meeting
- Resolution for adoption of the new NY State Archives- LGS-1 records retention schedule.
- Revised resolution Emergency Expenditure Reductions Due to Genesee County Legislature Rescinded Revenue Distribution Agreement

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Adoption of 2020 Budget Amendments

- IX- Reports & Bills:
 -Action to file Town Clerks Report
 - -Action to file Supervisors Report
 - -Approve payment of the bills

X. Meeting and Other Upcoming Dates:

-Town Board Meeting: 5/26/2020 at 7 pm in the town hall or via teleconference if so required due to COVID-19 pandemic.

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XI. Adjournment

May 26, 2020 BERGEN TOWN BOARD

REGULAR 2nd MEETING-TELECONFERENCE

The Bergen Town Board convened in a regular session at 7:00 p.m. in the Town Hall with Supervisor Haywood presiding.

PRESENT:

Supervisor Ernest Haywood Councilman James Starowitz Councilman Mark Anderson

ALSO PRESENT:

Michele M. Smith, Town Clerk Mike Johnson, Highway Superintendent

ABSENT:

Councilwoman Belinda Grant Councilwoman Anne Sapienza

OTHER ATTENDEES:

Nancy Bailey

PLEDGE OF ALLEGIANCE TO THE FLAG

PRAYER

MINUTES: Councilman Anderson made a motion to approve the May 12, 2020 minutes; seconded by Councilman Starowitz and it carried by a vote 3-0. May 16th Special meeting minutes – no quorum

COMMUNICATIONS:

Town of Bergen State of Emergency Declaration

Mercy EMS report for April 2020

COVID-19 Re-Entry Safety Plan for Town Hall, Town Clerk, Highway, CEO /ZEO and Assessor Office Letter from Joe and Sally Mech regarding signage at Robin Brook Park and Transfer Station

County Snow & Ice Agreement

REPORTS:

SUPERVISOR: Gillam Grant Cancelled Youth summer recreation; Genesee County Planning Board opening contact Christian Yunker; 2020 Budget cuts; Library board has 2 Trustee vacancies; Zoom meetings will continue until further notice.

CLERK: request for window replacement with pass through and speaker hole \$320. Councilman Starowitz made a motion to approve the \$320 expense to replace the Town Clerk customer window with passthrough and speaker hole; seconded by Councilman Anderson and it carried by a vote 3-0.

HIGHWAY/SOLID WASTE: County Snow and Ice Contract 2020/21 and mowing \$135,110.08; suggested to not open the Transfer Station on Wednesdays in July and August due to budget constraints- town board ageed; Pot hole damage complaint on Rt. 33 and Apple Tree Ave. from Tim Lana for \$457 the town agreed to pay half \$228.69 Councilman Starowitz made a motion to pay Tim Lana \$228.69 for damage from a pot hole on Rt. 33 and Apple Tree Ave.; seconded by Councilman Anderson and it carried by a vote 3-0.

Snow and Ice Agreement Resolution Councilman Anderson offered Resolution #9-2020 to approve the County Snow and Ice Agreement; seconded by Councilman Starowitz and it carried by a vote 3-0.

> RESOLUTION #9-2020 INTERMUNICIPLE AGREEMENT FOR SNOW AND ICE CONTROL SERVICES AND ROADSIDE MOWING

WHEREAS, the County owns, operates, and maintains a highway system in the towns and villages of the County; and

WHEREAS, the County Superintendent Highways has a general charge and supervision of the work of constructing, improving, repairing and maintaining all County roads; and

WHEREAS, County funds may be expended for the control and removal of snow and ice from County roads; and

WHEREAS, County fund maybe expended for roadside mowing and removal of noxious weeds along County roads; and

WHEREAS, the County desires to enter into an agreement with the Town of Bergen for snow removal and for salting and treating County roads for the purpose of removing the danger of ice and snow and the mowing along the side of County roads for \$135,110.08; and

WHEREAS, the Town has appropriate snow and ice removal and mowing equipment and sufficient snow and ice control and mowing personnel to contract with the County for snow and ice control services and roadside mowing services; and

WHEREAS, the Bergen Town Board has authorized the Agreement

COMMITEES:

BUILDINGS AND CEMETERIES: Nothing to report

<u>PARKS</u>: Will look into signage for the Transfer Station/Robins Brook Park as requested by the Mechs.

LOCAL HISTORY AND MUSEUM: Nothing to report

POLICY AND PERSONNEL: Nothing to report

OLD BUSINESS:

Water Benefit Improvement area #1 — gathering paperwork for funding reimbursement

Potential Loss of State and County funding department heads have made reductions to their 2020 budget lines.

RESOLUTION #10-2020 EMERGENCY EXPENDITURE REDUCTIONS DUE TO GENESEE COUNTY LEGISLATURE RESCINDED REVENUE DISTRIBUTION

Whereas, the COVID-19 Pandemic has had a significant negative impact upon the economy, and;

Whereas, in May of 2020, the Genesee County Legislature rescinded the revenue distribution agreement with the Town of Bergen, and;

Whereas, the action by the Genesee County Legislature to rescind the revenue distribution agreement without any replacement agreement to share any future revenue with the Town of Bergen, and;

Whereas, the action by the Genesee County Legislature has left a potential revenue shortfall of \$551,355.93, in the approved 2020 Town of Bergen Budget for the remainder of 2020, and:

Whereas, the Town of Bergen has to take action to address the potential loss of revenue;

Be it Therefor Resolved, that the Town Board of the Town of Bergen hereby authorizes the following emergency expenditure reductions actions as of 6/1/2020, and;

- Freeze on all expenditures except those necessary to maintain operations and address emergencies
- Freeze on the hiring of any personnel.
- 20% pay reduction for all Town Board Councilpersons, Supervisor; Bookkeeper, Deputy Supervisor
- Reduction of hours of 2 hours per week for the Confidential Secretary to the Supervisor
- Reduction of salary of CE0/ZEO of 50%
- Reduction of Deputy Clerks for the Town Clerk's office only 80 hours for the remainder of the year

Be if Further Resolved that given the potential for additional losses of revenue from the State and Genesee County, the Town Board may be required to take additional emergency expenditure reduction actions and that if throughout the remainder of the 2020 budget year, Genesee County provides revenue that was previously provided through the revenue sharing agreement, the town board will re-evaluate the above expenditure reduction actions.

NEW BUSINESS:

COVID 19 Re-entry Plan Councilman Anderson made a motion to approve the COVID-19 amended Re-entry Plan for Town Hall, Town Clerk, CEO/ZEO and Assessors Offices; seconded by Councilman Starowitz and it carried by a vote 3-0.

NEXT MEETING:

Regular - Tuesday, June 9, 2020 at 7:00 pm as Teleconference with the audit of the bills emailed on the 8th.

<u>ADJOURNMENT</u> was at 7:43 pm on a motion by Councilwoman Starowitz; seconded by Councilman Anderson and carried by a vote 3-0.

Respectfully submitted,

Michele M. Smith

Michele M. Smith, Town Clerk

DRAFT

May 16, 2020 BERGEN TOWN BOARD SPECIAL MEETING - FINANCIAL OUTLOOK

The Bergen Town Board convened in a special work session to discuss 2020 budget reductions due to loss of Genesee County Sales Tax Revenue at 10:05 am Teleconference with Supervisor Haywood presiding.

PRESENT:

Supervisor Ernest Haywood
Town Clerk Michele Smith
Councilman Belinda Grant
Councilwoman Anne Sapienza
Confidential Secretary, Leisa Strabel
Rhonda Saulsbury, Assessor
Highway Superintendent Mike Johnson
Dave Mason, ZEO/CEO
Rob Swapceinski, Town Justice
Joe Nenni, Town Justice
Carrie Gale, Library Board President
Brian Stone, Bergen Fire Department
Eric Wies, President of Fire Department (10:50)

ABSENT:

Councilman Mark Anderson Councilman James Starowitz

Budget cuts of 30% were discussed in all departments

Meeting ended at 10:58

NEXT MEETING:

Regular Meeting – Tuesday, January 28, 2020 at 7:00 pm at the Town Hall

Respectfully submitted,

Michele M. Smith

Michele M. Smith, Town Clerk

TOWN OF BERGEN MAY 2020 EXECUTIVE SUMMARY

BALANCE SHEET

- Bank accounts were reconciled as of 5/31/20.
- The Town has \$1,402,717.42 in the bank.

REVENUES AND EXPENSES

• REVENUES

- o Total receipts for the month were: \$238,959.61
- o Major receipts were:
 - Town Clerk Report (April) \$1,302.35
 - Sales Tax (Qtr.1) \$151,404.08
 - Justice Fees ~ \$9,548.00
 - Franchise Fees \$6,088.94
 - NYS Snow & Ice \$70,368.19
 - Other \$248.05

EXPENSES

Expenditures through May on average should equal 41.67% of the annual budget.

General Fund Townwide:

- Year to date expenses are \$332,220.65 compared to the annual budget of \$895,210.00 or 37.11% of the budget.
 - Library Contract paid in full

General Fund Outside Village:

Year to date expenses are \$39,109.00 compared to the annual budget of \$546,050.00 or 7.16% of the budget.

Highway Outside Village:

Eighty 6/9/2000

 Year to date expenses are \$266,730.36 compared to the annual budget of \$778,355.00 or 34.27% of the budget.

RECORD OF RECEIPTS

TOWN:

MONTH/YEAR:

——

Bergen May 2020

				5/31							5/29		5/22			5/14	5/1	DATE
19.464,967	220 050 74			17.50							70,368.19	230.55	6.088 94	4,698.00	4,850.00	1,302.35	151,404.08	AMOUNT
9,582.85				17.50											4	117.35		GFTW
20.876,801												0,000.0	V0 880 9				151,404.08	GFOV.
/0,368.19											70 368 19		2			0	8	НЕОУ
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0.00														-				WATER 2 WATER 3 LIBRARY
230.55											20.00	33 000					100 mm 10	LIBRARY
0,00										0002300	40,721	0/178	OTOZA	72610	V3610	See report	BB1120	10.0
				Interest - Joint Savings						NISSIOW & ICE	isulance - Dividend		enni (Aprii)	(April)	Point: (April)		Sales Tax - 1st Otr 2020	DESCRIPTION
			 _	J87						J84	785	J83	181	2	2 0	3 5	ž Ž	

Town of Bergen Cash Summary Report May 2020

		FUND Account	4/30/2020 BALANCES	Increases	Decreases	5/31/2020 BALANCES	#9970 Joint Checking	#4277 Joint Savings	#9988 Trust & Agency
AND THE	200 000	General TW Checking	248,359.08	87,736.17	93,609.34	242,485.91	242,485.91		
A		General TW Checking	225,208.82	24,047.25	120,539.00	128,717.07		128,717.07	
<u>A</u>			4,531.19	1,376.93	1,376.93	4,531.19	4,531.19		
B		General OV Checking	231,996.60	158,678.02	4,074.73	386,599.89		386,599.89	
B		General OV Savings Highway OV Checking	92,827.27	6,472.47	6,472.47	92,827.27	92,827.27		
DB		•	129,636.70	70,368.19	24,217.73	175,787.16		175,787.16	
DB		Highway OV Savings	129,030.70	70,300.13	24,227.75		_		
HH		Robins Brook Park Checking	-					_	
HH		Robins Brook Park Savings	-	30,611.25	30,611.25	_	-		
HH		Water District #4 Checking	-	30,611.23	30,011.23				
НН		Water District #4 Savings	-	24 254 50	21 254 50				
HH		Nioga Grant Checking	- (44.426.50)	31,254.50	31,254.50	(14,136.50)		(14,136.50)	
HH		Nioga Grant Savings	(14,136.50)	22.405.00		(14,130.30)	_	(14,130.30)	
НН		Library SAMS Grant Checking	-	22,485.90	22,485.90			_	
HH		Library SAMS Grant Savings	-	-	7 705 20	F 022 00	5,932.00		
LL	·	Library Checking		13,637.30	7,705.30	5,932.00	5,932.00	181,171.40	
LL		Library Savings	203,010.55	230.55	22,069.70	181,171.40		181,171.40	
SM	 	Special District Fire Checking	-	102,943.79	102,943.79		-	1 002 42	
SM	201.000	Special District Fire Savings	104,747.21	-	102,943.79	1,803.42		1,803.42	
SW	200.002	Water District Checking	-	80,000.00	80,000.00		<u>-</u> .	20 120 00	
sw	201.002	Water District Savings	100,138.80	-	80,000.00	20,138.80		20,138.80	
sw	200.003	Water Peachey Rd Checking	-	-	-		-	50 642 24	
sw	201.003	Water Peachey Rd Savings	59,642.34	-	-	59,642.34		59,642.34	67,326.22
TA	200.000	Trust & Agency	66,969.24	40,778.39	40,421.41	67,326.22			67,320.22
vv		Town Hall Reloc Checking	-	-	-	45.045.40	-	15 015 40	
VV		Town Hall Reloc Savings	15,015.49	-	-	15,015.49		15,015.49	
W	T	Peachey Water Checking	-	<u> </u>	-	24.075.76	-	34,875.76	
VV	201.005	Peachey Water Savings	34,875.76	670 620 74	770 725 04	34,875.76	345,776.37	989,614.83	67,326.22
_	!		1,502,822.55	670,620.71	770,725.84	1,402,717.42	343,776.37	383,014.83	07,320.22
L				47808.4	47808.4			<u> </u>	
<u> </u>		Reconciliation				1 516 400 22	457,851.90	989,818.27	68,730.05
		Bank Statement Balances	-			1,516,400.22	457,851.90	(203.44)	203.44
_		Deposits In Transit				(112 692 90)	(112,075.53)	(203,44)	(1,607.27
		Outstanding Checks				(113,682.80)	345,776.37	989,614.83	67,326.22
_		Balance on General Ledger		<u> </u>		1,402,717.42	343,770.37	303,014.03	07,020.22
L	<u></u>	Difference				-	-	· -	-

Pursuant to Section 125 of the Town Law, I hereby render the following detailed statement of all moneys received and disbursed by me during the month of:

5/31/2020

Engl (ek/2020 Syntry By

Statement of Activity - MTD and YTD by Fund w/ Variance

Town of Bergen

Run: 6/04/2020 at 10:58 AM

For 5/31/2020

14.46 25.00 0.00 38.82 42.31 19.45 0.00 43.95 37.17 0.00 0.00 98.25 0.00 54.10 45.13 25.00 41.67 31.85 42.80 39.74 0.00 12.17 41.67 8.33 36.81 41.78 9.38 24.49 101.57 Percentage Variance (20,000.00) (00.006)(451,726.11)(43.71)(77.26)(219.47)10.00 (1,233.00)(10,000.00)12,428.58 6,634.25 1,329.17 (22.949.64)(40,840.00)100,000.00 1,743.03 11,250.00 0.00 7,250.00 237,275.00 13,130.93 8,712.80 7,142.20 20,892.72 24,717.65 4,449.45 15,591.30 600.00 300.00 2,328.93 7,400.00 7,100.00 ᡐ 381,389.00 600.00 7,100.00 3,746.00 2,500.00 100,000.00 1,500.00 50,000.00 400.00 0.00 2,200.00 0.00 10,000.00 20,000.00 895,210.00 1,450.00 15,000.00 42,844,00 1,200.00 20,000.00 237,275.00 1,500.00 27,258.00 21,792.00 14,150.00 11,373.00 13,789.00 8,350.00 300.00 34,150.00 5,524.00 3,600.00 4,000.00 8,000.00 9,800.00 65,000.00 Budget 381,389.00 967.00 120.83 1,671.07 0.00 180.53 300.00 10.00 0.00 0.00 2,456.29 1,422.74 5,076.20 3,804.94 27,050.36 24,160.00 1,743.03 443,483.89 1,721.42 1,207.80 3,750.00 3,257.28 18,126.35 1,074.55 8,661.07 3,600.00 Actual 60 0.00 0.00 2,333.34 861.10 0.00 10.35 17.50 300.00 0.00 107.00 9,982.85 0.00 25.35 947.75 0.00 59.80 ,250.00 0.00 58.65 ,548.00 3,295.70 M-T-D 6 AA.1090.000.000 Interest & Penalties on Real Property Taxes AA.1220.103.000 Supervisor's Secretary Personal Services AA.1410.102.000 Deputy Town Clerk Personal Services AA.1220.102.000 Deputy Supervisor Personal Services AA, 1081,000,000 Other Payments in Lieu of Taxes AA.1010.100.000 Town Board Personal Services AA.1410.100.000 Town Clerk Personal Services AA.1120.000.000 County Sales Tax Distribution AA.1220.100.000 Supervisor Personal Services AA.3001.000.000 State Aid, Revenue Sharing AA.3005.000.000 State Aid, Mortgage Tax AA.1110.100.000 Justices Personal Services AA.1010.400.000 Town Board Contractual AA.2610.000.000 Fines and Forfeited Bail AA.2410.000.000 Rental of Real Property AA.1110.102.000 Justice Pers Svc, Clerk AA.1410.400.000 Town Clerk Contractual AA.2770.000.000 Unclassified Revenues AA.1220.400.000 Supervisor Contractual AA.1410.200.000 Town Clerk Equipment AA.2130.000.000 Landfill Host Revenue AA, 5999, 000, 000 Unexpended Balance AA.1355.400.000 Assessor Contractual AA.1001.000.000 Real Property Taxes AA.1355.200.000 Assessor Equipment AA.1440.400.000 Engineer Contractual AA.1450.400.000 Elections Contractual AA.1110.400.000 Justices Contractual AA.1320.400.000 Auditors Contractual AA.1420.400.000 Attorney Contractual AA.2401.000.000 Interest & Earnings AA.2530.000.000 Games of Chance AA.1110.200.000 Justice Equipment AA.5031.000.000 Interfund Transfer AA.1420.401.000 Court Prosecutor AA.2544.000.000 Dog Licenses AA.1255.000.000 Clerk Fees Total Revenues

Page:

Statement of Activity - MTD and YTD by Fund w/ Variance Town of Bergen For 5/31/2020

Variance Percentage 47.80 81.81 37.03 24.76 100.00 20.04 48.27 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	50.00
Variance 1,305.00 218.25 3,022.63 48,903.43 0.38 399.78 2,586.51 4,000.00 5,121.62 33,759.06 0.00 8,000.00 1,200.00 1,200.00 2,7241.50 1,500.00 2,7241.50 1,500.00 3,602.35 865.41 7,800.00 1,000.00 2,7247.40 1,500.00 3,000.00 1,000.00 1,000.00 3,602.35 1,916.00 74.40 75,000.00 3,562.50	2,905.00
Annual Budget 2,500.00 1,200.00 1,200.00 4,800.00 65,000.00 7,000.00 34,000.00 13,153.00 4,225.00 1,500.00 1,500.00 1,500.00 1,500.00 2,930.00 1,000.00 82,000.00 2,930.00 1,000.00 23,340.00 150.00 23,444.00 1,000.00 2,930.00 1,500.00 2,930.00 1,500.00 23,444.00 1,000.00 2,930.00 1,500.00 2,930.00 1,500.00 3,000.00 2,930.00 1,500.00 3,000.00 2,930.00 1,000.00 3,000.00 3,000.00 1,5000.00 1,000.00 3,000.00 1,000.00 1,000.00 3,000.00 1,000.00	5,810.00
Y-T-D Actual 1,195.00 981.75 1,195.00 981.75 1,777.37 16,096.57 18,650.62 2,413.49 0.00 1,878.38 2,413.49 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	2,905.00
M-T-D Actual 1,195.00 0.00 309.97 2,894.60 0.00 209.41 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	2,905.00
AA. 1460.400.000 Records Management Contractual AA. 1460.400.000 Building Deravices OARS Contractual AA. 1620.400.000 Building Operation Contractual AA. 1620.400.000 Building Operation Lease Fire Hall AA. 1620.400.000 Building Operation Lease Fire Hall AA. 1660.400.000 Central Storeroom Contractual AA. 1680.200.000 Central Printing & Mailing Contractual AA. 1680.200.000 Central Printing & Mailing Contractual AA. 1680.400.000 Central Printing & Mailing Contractual AA. 190.400.000 Computers Equipment AA. 190.400.000 Unallocated Insurance AA. 1950.400.000 Taxes and Assessments on Property AA. 3120.400.000 Constables Personnel Services AA. 3120.400.000 Constables Contractual AA. 3210.400.000 Constables Contractual AA. 3310.400.000 Supt. of Highways Personnel Services AA. 3010.102.000 Supt. of Highways, Pers Svc, Deputy AA. 5010.102.000 Supt. of Highways, Pers Svc, Clerk AA. 5010.200.000 Superintendent of Highways Contractual AA. 513.400.000 Superintendent of Highways Contractual AA. 513.400.000 Superintendent of Highways Contractual AA. 513.400.000 Superintendent of Highways Contractual AA. 513.2400.000 Superintendent of Industry Contractual AA. 510.200.000 Historian Personal Services AA. 510.000 Historian Personal Services AA. 510.000 Ocelebrations Contractual AA. 7510.200.000 Social Security & Medicare AA. 3610.000 Ocelebrations Contractual AA. 3810.100.000 Debt Principal Highway Garage AA. 300.000 Debt Principal Highway Garage AA. 300.000 Debt Principal Highway Garage AA. 3720.000 Olivers Compensation AA. 3720.000 Debt Principal Highway Garage AA. 3720.000 Debt Principal Highway Garage	AA.3/20.701.000 interest on Deot Count/Lown Offices

Statement of Activity - MTD and YTD by Fund w/ Variance Town of Bergen For 5/31/2020

Run: 6/04/2020 at 10:58 AM

Variance Percentage 562,989.35 Variance Annual Budget Y-T-D Actual M-T-D Actual

0.00 \$ 1,014,715.46 \$ 895,210.00 18,013.27 \$ (111,263.24)\$ 332,220.65 27,996.12 ₩.

0.00

Excess Revenue Over (Under) Expenditures

Total Expenses

Statement of Activity - MTD and YTD by Fund w/ Variance Town of Bergen For 5/31/2020

Run: 6/04/2020 at 10:58 AM

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Page:

		M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues BB.1120.000.000 County Sales Tax Distribution BB.1170.000.000 Franchise Fees BB.1560.000.000 Safety Inspection Fees BB.2110.000.000 Zoning Fees BB.2115.000.000 Planning Board Fees BB.2130.000.000 Refuse & Garbage Charges BB.2130.000.000 Unexpended Balance	↔	151,404.08 \$ 6,088.94 0.00 0.00 1,185.00 0.00	329,012.70 \$ 12,510.78 0.00 645.00 7,875.00	500,000.00 \$ 18,000.00 50.00 1,800.00 21,000.00 5,000.00	(170,987.30)\$ (5,489.22) (50.00) (1,155.00) (200.00) (13,125.00) (5,000.00)	65.80 69.50 0.00 35.83 0.00 37.50 0.00
Total Revenues		158,678.02	350,043.48	546,050.00	(196,006.52)	64.10
Expenses BB.1355.400.000 Board of Assessment Review, Contractual BB.1420.400.000 Attorney, Contractual BB.1440.400.000 Engineer Contractual BB.1990.400.000 Engineer Contractual BB.772.400.000 Parks Contractual BB.7710.400.000 Parks Contractual BB.7310.400.000 Parks Contractual BB.8010.100.000 Zoning Pers Svc BB.8010.400.000 Zoning Personal Services BB.8020.400.000 Planning Personal Services BB.8160.100.000 Refuse & Garbage Personnel Services BB.8664.100.000 Code Enforcement Personnel Services BB.8664.400.000 Code Enforcement Contractual BB.9010.800.000 NYS Retirement BB.9010.800.000 Norkers Compensation BB.9040.800.000 Interfund Transfers		0.00 0.00 0.00 0.00 1,60.00 272.92 0.00 1,180.05 1,408.54 36.88 0.00 191.31 0.00 0.00 0.00 4,074.73	0.00 0.00 0.00 0.00 3,640.00 5,000.00 279.15 0.00 1,364.60 270.00 4,227.60 5,485.65 7,746.97 557.26 2,585.00 1,039.77 1,913.00 0.00	450.00 2,000.00 5,000.00 20,645.00 5,000.00 10,000.00 5,000.00 4,000.00 4,000.00 11,715.00 22,500.00 18,311.00 4,000.00 2,745.00 2,745.00 2,745.00 2,745.00	450.00 2,000.00 5,000.00 20,645.00 6,360.00 6,360.00 2,500.00 7,487.40 17,014.35 10,564.03 3,442.74 0.00 1,705.23 328.00	0.00 0.00 0.00 0.00 100.00 36.40 100.00 33.39 0.00 34.12 6.75 36.09 24.38 42.31 13.93 100.00 37.88 85.36 0.00
Excess Revenue Over (Under) Expenditures	↔	(154,603.29)\$	(310,934.48)\$	0.00	702,947.52 \$	0.00

Statement of Activity - MTD and YTD by Fund w/ Variance Town of Bergen For 5/31/2020

Run: 6/04/2020 at 10:58 AM

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues DB.2300.000.000 Service to Other gov't DB.2665.000.000 Sale of Equipment DB.3501.000.000 Consolidated Highway Aid DB.5031.000.000 Interfund Transfers	\$ 70,368.19 \$ 0.00 0.00 0.00 0.00	97,515.42 \$ 10,814.00 0.00 0.00	137,909.00 \$ 0.00 55,275.00 422,522.00	(40,393.58)\$ 10,814.00 (55,275.00) (422,522.00) (162,649.00)	70.71 0.00 0.00 0.00
Total Revenues	70,368.19	108,329.42	778,355.00	(670,025.58)	13.92
Expenses DB.5110.100.000 General Highway Repairs Personal Services DB.5110.400.000 General Highway Repairs Contractual	00.00	0.00	90,134.00 122,270.00 55.275.00	90,134.00 122,270.00 55.275.00	0.00
DB.5112.200.000 Permanent Filghway Improventerus DB.5130.100.000 Machinery Personal Services	2,065.60	3,098.40	11,860.00	8,761.60 52,142.00	26.12 38.66
DB.5130.200.000 Machinery Equipment DB.5130.400.000 Machinery Contractual	1,653.75	4,909.51	40,000.00	35,090.49	12.27
DB:5140.100.000 Brush & Weeds, Pers Serv	0.00	10,947.68 0.00	11,860.00 2.500.00	912.32 2,500.00	92.31 0.00
DB.5140.400.000 Brush & Weeds, Collid	14,459.20	83,207.31	123,340.00	40,132.69	67.46
DB.5142.400.000 Snow & Ice Control Contractual	201.08	33,417.72	120,120.00	86,702.28	27.82
DB.9010.800.000 NYS Retirement	0.00	7.205.50	17,572.00	10,366.50	41.01
DB.9030,800.000 Social Security & Medical Social DB.9030,800.000 Morkers Compensation	0.00	12,694.00	14,871.00	2,177.00	85.36
DB.3046.300.300 is disciplify and DB and Band DB and Band DB and	0.00	67.98	300.00	232.02	22.66
DE 9060 800 000 Medical Insurance	4,617.64	23,088.20	49,871.00	26,782.80	46.30
DB.9785.600.000 Installment Purchase Debt, Principal	0.00	20,325.45	00.0	(20,325.45) (1.528.61)	0.00
DB.9785.700.000 Installment Purchase Debt, linerest			110 0011	7 204 604	70.10
Total Expenses	24,217.73	200,/30.30	7/8,533.00	911,024.04	77.40
Excess Revenue Over (Under) Expenditures	\$ (46,150.46)\$	\$ 158,400.94 \$	0.00	0.00 \$ 1,181,650.22 \$	0.00

Statement of Activity - MTD and YTD by Fund w/ Variance

Town of Bergen For 5/31/2020

Run: 6/04/2020 at 10:58 AM

0.00 0.00 0.00 0.0 Percentage Variance (172,000.51)\$ (7,514.87) (4,900.04) (159,375.00) (210.60) 0.00 (172,000.51)Variance 0.00 0.00 0.00 0.00 Annual Budget 172,000.51 \$ 159,375.00 210.60 0.00 7,514.87 4,900.04 172,000.51 Y-T-D Actual 30,611.25 \$ 28,687.50 0.00 0.00 0.00 30,611.25 1,923.75 M-T-D Actual ₩∥ HH.1380.200.004 Fiscal Agents Capital Outlay HH.1420.200.004 Legal, Capital & Equip HH.1440.200.004 Engineering Cap Outlay, Water #4 HH.8310.200.004 Water Administration Excess Revenue Over (Under) Expenditures Total Revenues Total Expenses Revenues Expenses

Variance	
Statement of Activity - MTD and YTD by Fund w/ Variance	Town of Borden

Town of Bergen For 5/31/2020

Run: 6/04/2020 at 10:58 AM

0.00 0.00 0.00 Variance Percentage (103,406.00) (103,406.00)0.00 Variance 0.00 89 0.00 Annual Budget 103,406.00 0.00 103,406.00 Y-T-D Actual 31,254.50 0.00 31,254.50 M-T-D Actual Expenses HH.1620.200.050 Building Cap Outlay, Library

Total Revenues

Revenues

0.0

0.00 \$ (103,406.00)\$

31,254.50 \$ 103,406.00 \$

↔

Excess Revenue Over (Under) Expenditures

Total Expenses

For 5/31/2020

Run: 6/04/2020 at 10:58 AM

0.00 0.00 0.00 0.00 Variance Percentage 0.00 \$ (154,735.75)\$ 0.00 (154,735.75)(154,735.75)Variance 0.00 0.00 0.00 Annual Budget 22,485.90 \$ 154,735.75 \$ 0.00 154,735.75 154,735.75 Y-T-D Actual 0.00 22,485.90 22,485.90 M-T-D Actual Expenses HH.1620.200.051 Building Cap Outlay, Library Excess Revenue Over (Under) Expenditures Total Revenues Total Expenses Revenues

	Account Description	nn .	Fee Description		Qty	Local Share
Account#		7/1	Certified Copies		22	220.00
A1255	Clerk Fees Conservation	•	Conservation		5	8.84
	Collservation				Sub-Total:	\$228.84
•			Female, Spayed		13	65.00
A2544	Dog Licensing		Female, Unspay		. 2	36.00
			Male, Neutered		11	55.00
	Senior Discount		Senior Discount		6	-18.00
	Selloi Diacodir.				Sub-Total:	\$138.00
m		_	Building Permit		3	130.00
B2110	Building & Zoning		Zoning		3	90.00
					Sub-Total:	\$220.00
			Garbage Bag		349	1,745.00
B2130	Solid Waste		Transfer Sta. 20	.00	10	200.00
			Transfer Sta. 5.		2	10.00
					Sub-Total:	\$1,955.00
•			÷	Total Local Sh	ares Remitted:	\$2,541.84
						30.00
Amount paid to:	NYS Ag. & Markets for spay	//neuter progra	The second of th			151.16
Amount paid to:	NYS Environmental Conser		Anna I Anna I ann I ann an Anna I ann an Anna Anna	Total Non-Loc	od Povenues	\$181.16
Total State, Cour	nty & Local Revenues:	\$2,723.00		Total Non-Loc	ai Revenues.	

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies receive me, Michele M. Smith, Town Clerk, Town of Bergen during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law. Date

Supervisor

Cash Receipts Report

From: 05/01/2020 To: 05/31/2020

For User: All

Payment Date: 05/11/2020

Module: Permit

Transaction: BP-0012-2020

Type: Permit App

Payment Amount: \$85.00

Payor: Jamey Pagels

Payment Type:

Acc Structure

Payment #:

Payment Detail:

Check #1747

00000298

\$85.00

Fee Type **Zoning Permit** Fee Amount \$30.00 \$55.00

Permit Group Totals:

\$85.00

05/11/2020 Group Totals:

\$85.00

Payment Date: 05/29/2020

Module: Permit

Transaction: BP-0013-2020

Type: Permit App

Payor: Kyle Eichenberger

Payment #:

Payment Amount:

\$60.00

Payment Type: Cash

Payment Detail:

00000299

\$60.00

Fee Type Deck

Fee Amount \$30.00 \$30.00

Zoning Permit Transaction: BP-0014-2020

Type: Permit App

\$75.00

Payor: Dennis M Crowe **Payment Type:**

Check #302

Zoning Permit

Payment #: 00000300 Payment Detail:

Payment Amount:

\$75.00

Fee Type

Fee Amount \$30.00

Acc Structure Attach

\$45.00 **Permit Group Totals:**

\$135.00

05/29/2020 Group Totals:

\$135.00

Totals:

Check

\$160.00

Cash

\$60.00

Grand Total:

\$220.00

supervisor@bergenny.org

From:

Cindy <cindy.burke11@yahoo.com>

Sent:

Thursday, May 28, 2020 12:30 PM

To:

Ernest Haywood

Subject:

Resignation Letter

Ernie,

I have enjoyed working as a bookkeeper for the Town of Bergen for the past five years, however the time has come for me to move on. Please accept this letter of resignation effective <u>June 20, 2020</u>. This resignation date should allow for a clean transition since it is the end of a pay period. Also, it allows for you to put someone in place to take over my responsibilities.

Cindy

Sent from my iPhone

TOWN OF BERGEN

* ESTABLISHED APRIL 2, 1813 *

P.O. Box 249 10 Hunter Street Bergen, NY 14416

PHONE: (585) 494-1121 * F

FAX: (585) 494-1372 * NYS TDD 1-800-662-1220

SUPERVISOR

ERNEST HAYWOOD

DONALD CUNNINGHAM, DEPUTY SUPERVISOR

COUNCILMEN

JAMES STAROWITZ

MARK ANDERSON

COUNCILWOMEN

BELINDA GRANT ANNE SAPIENZA

SUPERINTENDENT OF HIGHWAYS

MIKE JOHNSON

TOWN CLERK/TAX COLLECTOR

MICHELE M. SMITH

JUSTICES

JOSEPH NENNI

ROBERT SWAPCEINSKI

ZONING & CODE ENFORCEMENT OFFICER

DAVID MASON

ASSESSOR

RHONDA SAULSBURY



TOWN OF BERGEN 2021 BUDGET DEVELOPMENT TIMELINE

<u>Date</u>	ACTIVITY

June 9 Adoption of Budget TimeLine

JULY 14 BUDGET REQUEST FORMS TO DEPARTMENT HEADS AND BOARD MEMBERS

AUGUST 14 BUDGET REQUESTS DUE TO SUPERVISOR

SEPTEMBER 8 BOARD BUDGET WORKSHOP

SEPTEMBER 22 SUPERVISOR FILES TENTATIVE BUDGET WITH TOWN CLERK TO PRESENT TO BOARD

OCTOBER 10 BOARD BUDGET WORKSHOP

OCTOBER 13 ADOPT PRELIMINARY BUDGET AND SET PUBLIC HEARING

OCTOBER 27 PUBLIC HEARING AND FINAL REVISION TO PRELIMINARY BUDGET

NOVEMBER 10 ADOPT 2020 BUDGET (MUST ADOPT BY 11/20)

supervisor@bergenny.org

From:

bergenclerk@bergenny.org

Sent:

Wednesday, May 27, 2020 4:02 PM

To:

highwaysup@bergenny.org; supervisor@bergenny.org

Subject:

Fwd: U.S. Dept. of Agriculture - Property Access Request

Attachments:

Property Access Request 2020.pdf; ECFF Pest Alert.pdf; 2019 Q&A.pdf; 2020 self insured

letter.pdf; SDS P427-Lure Ammonium Acetate.pdf

----- Original Message -----

Subject: U.S. Dept. of Agriculture - Property Access Request

Date:2020-05-27 14:47

From: "Schilling, Stephen P - APHIS" < stephen.p.schilling@usda.gov> **To:** "BergenClerk@Bergenny.org" < BergenClerk@Bergenny.org>

Hello,

My name is Steve Schilling- I'm a technician with the United States Department of Agriculture's European Cherry Fruit Fly (ECFF) Program. As you may know, the recently detected ECFF is a major threat to the economic stability of the Cherry industry in New York and across the country. The USDA in cooperation with the New York State Department of Agriculture and Markets is working very hard to control this pest through our trapping and treatment programs; thanks to the cooperation of municipalities, businesses and homeowners across Niagara and Orleans Counties last year we were able to place over 86,000 traps at over 11,000 locations and treated over 2,000 properties. We are required to have your permission to trap and treat for the European Cherry Fruit Fly in the Town of Bergen annually.

Given the current situation with COVID-19, we will only be surveying for ECFF this season and may resume treatments in the future. Our trained staff will be placing these traps in plants and trees that are preferred by the fly, in locations that are easily accessible and offer minimal interaction with the public.

Attached you will find the full digital information package for 2020 for your information, as well as a "Property Access Request 2020" form that we would need you to sign to allow us to proceed. For your convenience, please write "All properties" on the form so that we will not need to request a new document every time we visit a different parcel owned by the Town of Bergen. We look forward to a great season and would greatly appreciate your cooperation.

If you need any more information or would like to contact me, I can be reached at this email or my work cell phone (716)-359-6951

Thank you.

Steve Schilling

European Cherry Fruit Fly Cooperative Control Program
Plant Protection Technician
USDA APHIS PPQ
801 Richfield St. Building A
Lockport, NY 14094
716-359-6951
Stephen.P.Schilling@usda.gov

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Animal and Plant Health Inspection Service
Plant Protection and Quarantine

Questions and Answers: 2019 European Cherry Fruit Fly Survey

What is the survey?

The United States Department of Agriculture's Animal and Plant Health Inspection Service (APHIS) is placing about 9,000 traps in Niagara County and in a portion of Erie County. The survey helps APHIS monitor the European cherry fruit fly (ECFF) population and determine if there are other locations where the invasive fruit fly is present.





What do the traps look like?

The yellow panel trap is a rectangular cardboard trap coated on both sides with a mixture of a sticky material and a food bait. The traps are about 9 inches long and hang vertically in trees.

Do the traps really catch the fruit flies?

The trap helps detect new infestations and monitor the insect's spread. It is not meant to catch fruit flies as a way to reduce populations.

What is the bait?

The food-based attractant is ammonium acetate.

How do the traps work?

Adult insects will fly around looking for a mate or fruit to lay eggs in and if it lands on a trap, it will get stuck in the non-toxic glue. APHIS checks the traps regularly.

How long will the survey take to complete?

Trap placement begins in May and June, and trapping continues for approximately three to four months. The traps are removed in the fall.

If the ECFF is not known to be in my area, will the traps attract the fruit fly to my property?

No, the traps do not pull flies into an area. The traps are a detection tool to help determine if it is already there.

What happens when ECFF is found stuck on a trap?

The insect is collected from the trap and sent to a local insect identifier for verification. APHIS then communicates verification that the insect is ECFF to the appropriate State officials.

If a trap is in my area, does that mean ECFF is there?

No. A trap located in your community does not mean ECFF is present, it just means we are looking for it. The goal of the survey is to locate infestations.

What were the results of the survey in 2018?

The 2018 survey resulted in 5,002 flies found in 617 traps. Survey activities allow APHIS to monitor the infestation. This information helped guide decisions on trap placement for the 2019 survey.

What determines where a trap is set?

Surveyors place traps in and around sites where ECFF was found in 2018, on adjacent properties, and within a buffer area based on how far the insect can spread.

How can I help?

Allow APHIS surveyors access to your property to place and check traps. Residents with questions can contact the program office by calling 1-800-249-2363 or emailing ppq.ecff@aphis.usda.gov. Learn more at www.aphis.usda.gov/hungrypests/ecff.

Issued May 2019 USDA is an equal opportunity provider, employer, and lender. Town of Bergen Resolution - for 6/9/2020 meeting

Whereas, the resolution #10-2020 entitled Emergency Expenditure Reductions Due to Genesee County Legislatures Rescinded Revenue Distribution approved by the town board of the town of Bergen at their meeting of May 26,2020 was inaccurate in the amount of the salary reduction for the ZEO/CEO salary, and;

Whereas, it is necessary to correctly this inaccuracy, the following revised resolution is offered to rescind the resolution #10-2020 and approve the following resolution and;

Whereas, the COVID-19 Pandemic has had a significant negative impact upon the economy, and;

Whereas, in May of 2020, the Genesee County Legislature rescinded the revenue distribution agreement with the Town of Bergen, and;

Whereas, the action by the Genesee County Legislature to rescind the revenue distribution agreement without any replacement agreement to share any future revenue with the Town of Bergen, and;

Whereas, the action by the Genesee County Legislature has left a potential revenue shortfall of \$551,355.93, in the approved 2020 Town of Bergen Budget for the remainder of 2020, and:

Whereas, the Town of Bergen has to take action to address the potential loss of revenue;

Be it Therefor Resolved, that the Town Board of the Town of Bergen hereby authorizes the following emergency expenditure reductions actions as of 6/1/2020, and;

- Freeze on all expenditures except those necessary to maintain operations and address emergencies
- Freeze on the hiring of any personnel unless approved by the board.
- 20% pay reduction for all Town Board Councilpersons, Supervisor; Bookkeeper, Deputy Supervisor
- Reduction of hours of 2 hours per week for the Confidential Secretary to the Supervisor
- Reduction of salary of CEO/ZEO of 25 %
- Reduction of Deputy Clerk hours for the Town Clerk's office, to a maximum or 80 hours for the remainder of the year

Be if Further Resolved that given the potential for additional losses of revenue from the State and Genesee County, the Town Board may be required to take additional emergency expenditure reduction actions and that if throughout the remainder of the 2020 budget year, Genesee County provides revenue that was previously provided through the revenue sharing agreement, the town board will re-evaluate the above expenditure reduction actions.

supervisor@bergenny.org

fido

From:

New York State Archives - Local Government Advisory Services

<sarah.durling@nysed.gov>

Sent:

Thursday, May 21, 2020 10:00 AM

To: supervisor@bergenny.org **Subject:** WNY Records Managemer

WNY Records Management Newsletter - May 2020 - Retention Schedule

Announcement

Name and the control of the control

Western New York Newsletter

May 2020

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Announcing the LGS-1 Retention Schedule

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The State Archives is revising and consolidating its local government records retention and disposition schedules and issuing a single, comprehensive retention schedule for all types of local governments on August 1st, 2020.

The new schedule, Retention and Disposition Schedule for New York Local Government Records or LGS-1, will supersede and replace:

- CO-2 Schedule for use by counties (2006),
- *MU-1 Schedule* for use by cities, towns, villages, and fire districts (2003),
- MI-1 Schedule for use by miscellaneous local governments (2006), and
- ED-1 Schedule for use by school districts, BOCES, County Vocational Education and Extension Boards, and Teacher Resource and Computer Training Centers (2004)

Local governments must adopt the LGS-1 prior to using it, even if they adopted and have been using the *CO-2*, *MU-1*, *MI-1*, or *ED-1* Schedules.

Governing boards of local governments will have a five-month period – between August 1st, 2020 when LGS-1 is issued and January 1st, 2021 when the four existing schedules expire – to adopt the Schedule by resolution (a model resolution is available on the State Archives' website).

Local government records may not be legally destroyed after the end of 2020 unless the LGS-1 is formally adopted.

There is no need to notify the State Archives of LGS-1 adoptions, but local governments should keep a record of the date of adoption and maintain the resolution permanently.

The organization and formatting of the LGS-1 is similar to the existing four schedules.

Section heading names have been retained. Because of the consolidation, the LGS-1 contains more sections. Local government can ignore those that are not applicable. As with previous schedules, items that are new or significantly revised have been indicated. Each schedule item has been assigned a new, unique number; however, the unique numbers of the four existing schedules have been provided allowing cross referencing. In addition, each schedule item contains the record series title and description, retention period, and any notes.

A copy of the LGS-1 will be available on the State Archives website on August 1st.

Additional online resources will include a list of the major revisions to the Schedule and a webinar series to introduce the LGS-1. Local governments are encouraged to check the State Archives website periodically for LGS-1 news and updates.

By consolidating multiple, disparate retention schedules, the LGS-1 helps to ensure consistent retention and disposition guidance for records that are common to various local governments. It also makes it easier to apply revisions necessitated by changes to laws, regulations or other mandates that affect retention.

Please share this announcement with your local government colleagues and spread the word!

Records Management Questions?
Contact:
Sarah E. Durling
New York State Archives
Regional Advisory Officer for Western New York Region
518.322.2555
sarah.durling@nysed.gov
www.archives.nysed.gov

Connect with us

RESOLVED by the Town Board of the Town of Bergen that the Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in the Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

FURTHER RESOLVED, that the LGS-1 schedule replaces the MU-1 schedule currently used by the Town of Bergen.

Motion for adoption:

Second:

VOTE BY ROLL CALL AND RECORD:

Councilman Anderson

Councilwoman Grant

Councilwoman Sapienza

Councilman Starowitz

Supervisor Haywood

TE 9c

Regional Transportation System Operation	ons		
Region No. 4			
Department of Transportation	i.		
	RE:	Request for Linear Speed Limit	
Superintendent of Highways of the Coun	ity of G 2(1) of	n, by a resolution adopted 6/9/2020, and the Genesee, hereby request the Department of the NYS Vehicle and Traffic Law, to establis d on	:
Route 262, within the town and village o	f Berg	en which is a County Road	
Between Buffalo Street Extension and Ir	ntersec	ction of Routes 262 and 19.	
	and ma	rulation herein requested has been establish aintain signs in accordance with the Vehicle	•
Dateu. 0/3/2020		Town Clerk	
Dated: 6/9/2020			
		County Highway Superintendent	
Comments by County Highway Superinte	endent	:	