

Town Board Meeting
Town of Bergen
May 14th, 2024
Town Hall- 10 Hunter Street, Bergen New York
Agenda

I. Audit of Bills 6:45 pm Call to Order of Organizational Meeting 7:00 pm to be followed by Regular meeting of the Board.

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. Public Hearings;

1. Public Hearing – Amending Chapter 118 of Personnel Policy of The Bergen Town Code
2. Public Hearing – Amending Chapter 398 Records Public Access of The Bergen Town Code
3. Public Hearing – Amending Chapter 132 Procurement Policy of The Bergen Town Code

III. Privilege of the Floor:

IV. Approval of meeting Minutes for: - Board Meeting 4/9/2024

V. Communications/Information included with this agenda:

1. Supervisor Report for April 2024, if available
2. Summary Spreadsheets for April. 2024, if available
3. Town Clerks Report for April, 2024
4. ZEO/CEO Report- for April 2024
5. Mercy EMS report for March 2024
6. Charter Communication 4/19/2024 and 4/23/2024
7. SEQR Determination resolution for amending local law Chapter 118 of Personal Policy
8. Resolution amending local law Chapter 118 Personnel Policy
9. SEQR Determination resolution for amending local law Chapter 398 Records Public Access
10. Resolution amending local law Chapter 398 Records Public Access
11. SEQR Determination resolution for amending local law Chapter 132 Procurement Policy
12. Resolution amending local law Chapter 398 Records Public Access
13. Correspondence from NYS Agriculture and Markets Re: MCWA installation of water main between South Lake Road and Clinton Street. Dated 5/11/2024.

VI. Board Members' items for addition to the agenda

VII. Reports:

Supervisor

Clerk

Web-Site

Board Members

Highway

-Road construction standards, Intern, Sealing of parking lot

Committees

-Building, Grounds, and Facilities (cemeteries) - Update on Planning for Utilization of Buildings

-Parks Bathroom Update- Recommendations from Sub-Committee

-Local History & Museum

-Policy and Personnel:

VIII. Old Business:

- Update on gate on Evans Road

IX. New Business:

- SEQR Determination resolution for amending local law Chapter 118 of Personal Policy
- Resolution amending local law Chapter 118 Personnel Policy
- SEQR Determination resolution for amending local law Chapter 398 Records Public Access
- Resolution amending local law Chapter 398 Records Public Access
- SEQR Determination resolution for amending local law Chapter 132 Procurement Policy
- Resolution amending local law Chapter 398 Records Public Access
- Resolution to set wages for Highway Department Intern at a rate
- Approval of Mobile Home Park Permits for Hidden Meadows, Barbary Coast Affordable Homes, and Mar-Lu
- Participation in the Park Day's Parade- June 8th 11:45 am for noon March.
- Approval to seal town hall parking lot
- Approval of Town of Bergen Road Specification
- Action to file the Town Clerks report for April, 2024
- Action to file Supervisors Report for April.,2024
- Approval to pay bills and authorizing the bookkeeper to transfer of funds necessary to the checking account to pay the bills

X. Meeting and Other Upcoming Dates:

- Town Board Meeting: Regular meeting of the board 6/11/2024. 6:45 audit of bills, regular meeting at 7 pm

XI. Adjournment

DRAFT

The Bergen Town Board convened in a regular session at 6:45 pm audit of the bills; convened in a regular session in the Town Hall with Supervisor Haywood presiding.

PRESENT:

Supervisor Ernie Haywood
Councilperson Belinda Grant
Councilperson James Starowitz
Councilperson Karen Ely
Councilperson Mark Swanson

ALSO PRESENT:

Teresa Robinson, Town Clerk
Joel Pocock, Highway Superintendent

ABSENT:

OTHER ATTENDANCE: Gary Fink - Planning Board Chair

PRAYER:

PLEDGE TO THE FLAG:

PRIVILEGE OF THE FLOOR: Gary Fink – GCEDC sold all remaining parcels at Appletree Acres. OXBO purchased last parcel located off of Route 19 South. DMT trucking will be building further down on Route 19. Kraft Cannery will be building a 4,000 sq ft addition. Dollar General will be coming back to the planning board with building designs and recommend a traffic study to be completed.

APPROVAL OF MINUTES FOR: Board Meeting 3/12/2024;

COMMUNICATIONS:

1. Supervisor Report for March 2024
2. Summary Spreadsheets for March 2024
3. Town Clerks Report for March 2024
4. ZEO/CEO Report for March 2024
5. Mercy EMS report for March 2024
6. Charter Communications, 3/19/2024 and 4/2/2024
7. Final Technology Disaster Recovery Policy
8. Clerk's request to attend the NYS Annual Clerks Association Conference
9. Request for Sponsorship for the Bergen Park Festival
10. Resolution to set wages for Kevin Bruton, part-time, as-needed Highway Laborer
11. Resolution Authorizing Public Hearing – Amending Chapter 132 Procurement Policy of The Bergen Town Code
12. Resolution Authorizing Public Hearing – Amending Chapter 118 of Personnel Policy of The Bergen Town Code
13. Resolution Authorizing Public Hearing – Amending Chapter 398 Records Public Access of The Bergen Town Code
14. Press Release regarding Preliminary assessment values as par to the Assessment Update Project

BOARD MEMBERS' ITEMS FOR THE AGENDA:

REPORTS:

Security training recommended. Attended the Kraft Cannery grand opening. Attended the Bergen Fire Dept. Installation of Officers banquet. Awarded citations to members of the fire dept. for the years in service and number of calls. Town went out to bid for HVAC system – low quote came in from AireServ.

TOWN CLERK: Met with Humphrey Electric & Security regarding the security system – estimate \$1,885.00. Received 2 out of the 3 requested estimates for the fire proof Cabinet; Quote for new computer monitors in the clerk's office; BBKA asking what they can do for the Town Parks'.

BOARD MEMBERS: Meeting on April 26, 2024 at Batavia Downs – Belinda and Ernie attending.

HIGHWAY: Update on potential work from BOCES students at Drew's Nature Center – working on for next school year; Working on Town of Bergen written Highway Maintenance Policy; Working on truck clean up and road side mower. CHIPS money has not been approved yet, possible reduction in CHIPS money.

COMMITTEES:

Buildings, Grounds, and Facilities (Cemeteries): Updates for Utilization of Buildings; Westshore Trail Riders would like to volunteer to help with Drew's Nature Center.

Parks: Bathroom Update – Bathrooms update at Robbins Brook Park. Checking costs to have electric and water hooked up and then decide what type of bathrooms.

Local History & Museum: Nothing to report

Policy & Personnel: Nothing to report

OLD BUSINESS: Update on gate on Evans Rd. – Reaching out to the residents on Evans Rd. The road is seasonal and can only be closed from Nov. 1st to April 1st. The gate is currently open.

NEW BUSINESS:

- Kim Donley as Deputy Clerk
- Certificates of Recognition to James Pascarella for 45 years of service and responding to more than 100 calls for the Bergen Fire Department.
- Certificate of Recognition to Gary Mielke, Paul Cummings, Don Cunningham, PJ Commings and Robert MacConnell for responding to more than 100 calls for the Bergen Fire Department
- Approval of Contact with MRB for Submission of Letter of Intent and grant application in regards to a NYS Cyber-Security Grant- Total Amount \$6,627.50
- Approval of Clerks request to attend the NYS Clerks Association's Annual Meeting.

-Motion was made by Councilperson Starowitz approving the appointment of Kim Donley as Deputy Town Clerk; seconded by Councilperson Ely

Ayes: Haywood, Grant, Starowitz, Swanson, Ely
Nays: None
Abstained:
APPROVED by: vote (5-0)

-action to file the Town Clerks report for March 2024

Councilperson Grant made a motion to file the Town Clerk's report for March 2024; seconded by Councilperson Starowitz

Ayes: Haywood, Grant, Starowitz, Swanson, Ely
Nays: None
Abstained:
APPROVED by: vote (5-0)

-Action to file Supervisors Report for March 2024

Councilperson Grant made a motion to file the Supervisor's report for March 2024; seconded by Councilperson Starowitz

Ayes: Haywood, Grant, Starowitz, Swanson, Ely
Nays: None
Abstained:
APPROVED by: vote (5-0)

-Approval to pay bills and authorizing the bookkeeper to transfer of funds necessary to the checking account to pay the bills

Councilperson Swanson made a motion to approve and pay the bills; seconded by Councilperson Starowitz

Ayes: Haywood, Grant, Starowitz, Swanson, Ely
Nays: None
Abstained:
APPROVED by: vote (5-0)

-Approval of the Technology Disaster Recovery Policy

Councilperson Swanson made a motion to approve the Technology Disaster Recovery Plan; seconded by Councilperson Starowitz

Ayes: Haywood, Grant, Starowitz, Swanson
Nays: None
Abstained:
APPROVED by: vote (5-0)

-Approval of Request to attend the NYS Annual Clerks Association Conference not to exceed \$1,232.00

Councilperson Grant made a motion to approve the request to attend the NYS Annual Clerks Association Conference; seconded by Councilperson Ely

Ayes: Haywood, Grant, Starowitz, Swanson, Ely
Nays: None
Abstained:
APPROVED by: vote (5-0)

-Resolution to set wages for Kevin Bruton, part-time, as-needed Highway Motor Equipment Operator

Councilperson Swanson made a motion to set the wages for Kevin Bruton, part-time, as needed Highway Laborer; seconded by Councilperson Starowitz

Ayes: Haywood, Grant, Starowitz, Swanson, Ely
Nays: None
Abstained:
APPROVED by: vote (5-0)

Councilperson Grant made a motion for a Public Hearing on May 14th; seconded by Councilperson Ely

Ayes: Haywood, Grant, Starowitz, Swanson, Ely
Nays: None
Abstained:
APPROVED by: Vote (5-0)

WHEREAS, the Bergen Town Board is desirous of amending Chapter 132 Procurement Policy of the Bergen Town Code as follows:

132-1. Guidelines

B. Guideline 2. All purchases of:

(1) Public works contracts over ~~\$20,000~~ **\$35,000**.

(2) Supplies or equipment which will exceed ~~\$10,000~~ **\$20,000** shall be formally bid...

C. Guideline 3.

(1) All estimated public works contracts of less ~~that than~~ ~~\$20,000~~ **\$35,000** but greater than ~~\$30,000~~ **\$20,000** require a written request for proposals (RFP) and a written/~~fax~~ proposal from ~~three~~ **two** or more contractors.

(2) All estimated purchases of less than \$10,000 but greater than ~~\$3,000~~ **\$5,000** require a written RFP and a written/~~fax~~ proposal from ~~three~~ **two** or more vendors unless purchased from valid state or county **or municipal bids**.

(3) All public works contracts or purchase of less than ~~\$3,000~~ **\$5,000** but greater ~~that than~~ \$500 require.... and;

WHEREAS, the Bergen Town Board is required to hold a Public Hearing on the proposed amendments prior to the passage of this Local Law.

NOW THEREFORE BE IT RESOLVED:

Sec. 1. That the Bergen Town Board calls a Public Hearing to hear all persons for or against the Adoption of Local Law ____ of 2024 amending Chapter 132 Procurement Policy of the Bergen Town Code on May 14, 2024 at 7:00 pm at the Bergen Town Hall, 10 Hunter Street, Bergen, New York.

Sec. 2. That the Bergen Town Clerk is directed to advertise this hearing in the official newspaper of the Town in accordance with Town Law §131.

Sec. 3. That this Resolution shall take effect immediately.

Motion for adoption:

Second:

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely

Deputy Supervisor Grant

Councilperson Swanson

Councilperson Starowitz

Supervisor Haywood

Abstained

Nays

APPROVED by: vote (5-0)

WHEREAS, the Bergen Town Board is desirous of amending Chapter 398 Records, Public Access to of the Bergen Town Code as follows:

398-2. Designation of Records Access Officer

- A. Town Clerk
~~13 S. Lake Avenue~~ **10 Hunter Street**
Bergen, NY 14416
~~tn-bergen-Clerk@rochester.rr.com~~

398-3. Location.

Bergen Town hall
~~13 S. Lake Avenue~~ **10 Hunter Street**
Bergen, NY 14416

398-4. Hours for public inspection.

Requests for public access to records shall be accepted and records produced during all hours regularly open for business, **as posted in the Town Clerk's office, 10 Hunter Street.** ~~These hours are: Monday, Tuesday, Wednesday and Friday, 8:00 a.m. to 4:00 p.m.; Saturday, 9:00 a.m. to 12:00 noon.~~

WHEREAS, the Bergen Town Board is required to hold a Public Hearing on the proposed amendments prior to the passage of this Local Law.

NOW THEREFORE BE IT RESOLVED:

- Sec. 1. That the Bergen Town Board calls a Public Hearing to hear all persons for or against the Adoption of Local Law ____ of 2024 amending Chapter 398 Records, Public Access to of the Bergen Town Code on May 14, 2024 at 7:00 pm at the Bergen Town Hall, 10 Hunter Street, Bergen, New York.
- Sec. 2. That the Bergen Town Clerk is directed to advertise this hearing in the official newspaper of the Town in accordance with Town Law §131.
- Sec. 3. That this Resolution shall take effect immediately.

Motion for adoption:

Second:

Discussion:

VOTE BY ROLL CALL AND RECORD: Councilperson Ely -Aye
Deputy Supervisor Grant - Aye
Councilperson Swanson - Aye
Councilperson Starowitz - Aye
Supervisor Haywood -Aye

Approved by: vote (5-0)

WHEREAS, the Bergen Town Board is desirous of amending Chapter 118 Personnel Policies to of the Bergen Town Code as follows:

118-2. Reimbursement for mileage.

Examples of mileage reimbursement request:

2-10-2008: GAM meeting in Batavia and return, 15 miles each way, 30 miles total.

~~Month of 3-20-2008: five trips to Brockport to HSBC Bank, 16 miles each, 80 miles total.~~

118-5. Reimbursement for meals.

The maximum reimbursement for meals is \$50 a day/~~\$70~~ **\$100** a day NYC....A gratuity of up to ~~15%~~ **20%** may be added to the above.

~~118-8. Reimbursement for telephone calls.~~

~~Requests for reimbursement for telephone calls from home telephones must be itemized by place and totaled per month.~~

~~Example: January telephone calls~~~~8 calls to Batavia~~ ~~\$1.80~~~~4 calls to Albany \$4.56~~

Total \$6.36

WHEREAS, the Bergen Town Board is required to hold a Public Hearing on the proposed amendments prior to the passage of this Local Law.

NOW THEREFORE BE IT RESOLVED:

Sec. 1. That the Bergen Town Board calls a Public Hearing to hear all persons for or against the Adoption of Local Law ____ of 2024 amending Chapter 398 Records, Public Access to of the Bergen Town Code on May 14, 2024 at 7:00 pm at the Bergen Town Hall, 10 Hunter Street, Bergen, New York.

Sec. 2. That the Bergen Town Clerk is directed to advertise this hearing in the official newspaper of the Town in accordance with Town Law §131.

Sec. 3. That this Resolution shall take effect immediately.

Motion for adoption:

Second:

Discussion:

VOTE BY ROLL CALL AND RECORD: Councilperson Ely – Aye Councilperson Swanson - Aye
Councilperson Starowitz – Aye Deputy Supervisor Grant - Aye
Supervisor Haywood – Aye

Approved by vote: (5-0)

error in reporting the amount of the bid from the recorded amount of \$5,782.50 instead of the \$5,780.03.
Councilperson Anderdon made a motion to accept Triple O bid for HVAC work done at the Town Hall for \$9,980.03; seconded by Councilperson Starowitz and carried by a vote of 4-0.

MEETING AND OTHER UPCOMING DATES – Town Board Meeting: Regular meeting of the board 05/14/2024 6:45 audit of the bills, Public Hearing to begin at 7:00 pm to run concurrently with the regular board meeting at 7:00 pm.

ADJOURNMENT Was at 8:30 pm on a motion made by councilperson Grant; seconded by councilperson Swanson;

Ayes: Haywood, Grant, Starowitz, Ely, Swanson

Nays: None

APPROVED by: Unanimous vote (5-0)

Respectfully submitted

Teresa Robinson

Teresa Robinson, Town Clerk

TOWN OF BERGEN
APRIL 2024
EXECUTIVE SUMMARY

BALANCE SHEET

- Bank accounts were reconciled as of 4/30/24.
- The Town has \$2,867,210.76 in the bank.

REVENUES AND EXPENSES

• **REVENUES**

- Total receipts for the month were: \$233,235.33
- Major receipts were:
 - Town Clerk Report (March) - \$1,268.00
 - Justice Fees (March) – \$12,890.00
 - County Snow & Ice - \$76,361.04
 - Sales Tax (Q1) - \$116,204.23
 - Monroe Cty Waste Tonnage - \$14,385.10
 - Interest - \$9,893.35
 - Other Revenue: \$2,233.61

• **EXPENSES**

Expenditures through April on average should equal 33.33% of the annual budget.

General Fund Townwide (A):

- Year to date expenses are \$192,811.09 compared to the annual budget of \$810,098.00 or 23.80% of the budget.

General Fund Outside Village (B):

- Year to date expenses are \$25,193.56 compared to the annual budget of \$317,718.00 or 7.93% of the budget.

Highway Townwide (DA):

- Year to date expenses are \$159,401.14 compared to the annual budget of \$514,494.00 or 30.98% of the budget.

Highway Outside Village (DB):

- Year to date expenses are \$34,724.46 compared to the annual budget of \$383,078.88 or 9.06% of the budget.

Emily Agal
Emily Agal
Spencer Agal
5/15/2024

FUND Account		3/31/2024			4/30/2024			#9970 Joint Checking	#4277 Joint Savings	#1040-0001 NYCLASS Savings	#1040-0002 NYCLASS WIBA	#1040-0003 NYCLASS ARPA	#9988 Trust & Agency
		BALANCES	Increases	Decreases	BALANCES								
A	200.000 General TW Checking	(10,686.77)	34,420.19	18,022.43	5,710.99		5,710.99						
A	201.000 General TW Savings	(61,086.63)	29,026.50	53,292.41	(85,352.54)		(85,352.54)						
A	230.000 NYS Class Savings	631,902.79	1,964.25		633,867.04					434,102.12	199,764.92	206,054.41	
A	230.001 NYS Class ARPA	205,174.84	879.57	-	206,054.41								
B	200.000 General OV Checking	177,465.66	-	1,379.11	176,086.55		176,086.55						
B	201.000 General OV Savings	321,336.09	118,239.23	2,043.83	437,531.49		437,531.49						
B	230.000 NYS Class Savings	142,124.26	646.01	-	142,770.27					142,770.27			
DA	200.000 Highway TW Checking	84,409.92	-	12,871.10	71,538.82		71,538.82						
DA	201.000 Highway TW Savings	(25,111.16)	76,361.04	14,734.08	36,515.80		36,515.80						
DA	230.000 NYS Class Savings	563,594.90	2,561.78		566,156.68					566,156.68			
DB	200.000 Highway OV Checking	42,172.35	-	2,165.76	40,006.59		40,006.59						
DB	201.000 Highway OV Savings	(28,450.40)	-	-	(28,450.40)								
DB	230.000 NYS Class Savings	48,610.04	220.95		48,830.99		48,830.99			48,830.99			
HH	200.004 Water District #4 Checking	47,698.00	-		47,698.00		47,698.00		0.00				
HH	201.004 WIBA #1 Savings	0.00	-	-	0.00								
HH	230.004 WIBA#1 NY Class	2,623.82	867.63	-	3,491.45					3,491.45			
HH	231.000 WIBA #1 NY Class	839.70	3.82	-	843.52					843.52			
SM	200.000 Special District Fire Checking	-	-	-	-		-						
SM	201.000 Special District Fire Savings	-	-	-	-		-						
SM	230.000 NYS Class Savings	105,316.50	478.71	-	105,795.21		105,795.21						
SW	200.002 Water District Checking	-	-	-	-		-		(0.20)				
SW	201.002 Water District Savings	(0.20)	-	-	(0.20)								
SW	200.003 Water Peachey Rd Checking	-	-	-	-		-						
SW	201.003 Water Peachey Rd Savings	0.01	-	-	0.01				0.01				
SW	230.003 NYS Class Savings	56,867.41	258.49	-	57,125.90					57,125.90			
SW	200.004 Water WIBA#1 Checking	-	-	-	-		-						
SW	201.004 Water WIBA#1 Savings	(44,009.08)	-	-	(44,009.08)				(44,009.08)				
SW	230.004 NYS Class Savings	380,018.81	1,727.35	-	381,746.16		381,746.16			381,746.16			
TA	200.000 Trust & Agency	37,685.21	35,650.13	34,958.00	38,377.34		38,377.34						38,377.34
VV	200.005 Peachey Water Checking	-	-	-	-		-						
VV	201.005 Peachey Water Savings	24,875.76	-	-	24,875.76				24,875.76				
		2,703,371.83	303,305.65	139,466.72	2,867,210.76		2,867,210.76	341,040.95	341,110.84	1,737,370.85	203,256.37	206,054.41	38,377.34
	Reconciliation												
	Bank Statement Balances				2,880,700.40		2,880,700.40	352,395.18	236,848.40	1,841,633.29	203,256.37	206,054.41	40,512.75
	Outstanding Transfer				-		-		104,262.44	(104,262.44)	-	-	-
	Deposits In Transit				-		-		-				-
	Outstanding Checks												

Statement of Activity - MTD and YTD by Fund w/ Variance
Town of Bergen
For 4/30/2024

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues					
AA.1001.000.000 Real Property Taxes	\$ 0.00	\$ 298,445.00	\$ 298,445.00	\$ 0.00	100.00
AA.1081.000.000 Other Payments in Lieu of Taxes	0.00	18,707.35	8,920.00	9,787.35	209.72
AA.1090.000.000 Interest & Penalties on Real Property Taxes	0.00	0.00	2,000.00	(2,000.00)	0.00
AA.1120.000.000 County Sales Tax Distribution	116,204.23	116,204.23	228,576.00	(112,371.77)	50.84
AA.1255.000.000 Clerk Fees	103.00	743.99	2,500.00	(1,756.01)	29.76
AA.2130.000.000 Landfill Host Revenue	14,385.10	27,048.51	57,000.00	(29,951.49)	47.45
AA.2401.000.000 Interest & Earnings	3,128.61	10,825.02	10,000.00	825.02	108.25
AA.2410.000.000 Rental of Real Property	1,200.00	1,200.00	1,500.00	(300.00)	80.00
AA.2530.000.000 Games of Chance	0.00	10.00	10.00	0.00	100.00
AA.2544.000.000 Dog Licenses	105.00	457.00	2,400.00	(1,943.00)	19.04
AA.2610.000.000 Fines and Forfeited Bail	12,890.00	33,344.03	65,000.00	(31,655.97)	51.30
AA.3001.000.000 State Aid, AIM / Revenue Sharing	0.00	0.00	11,020.00	(11,020.00)	0.00
AA.3005.000.000 State Aid, Mortgage Tax	0.00	0.00	30,000.00	(30,000.00)	0.00
AA.5999.000.000 Unexpended Balance	0.00	0.00	92,727.00	(92,727.00)	0.00
Total Revenues	148,015.94	506,985.13	810,098.00	(303,112.87)	62.58
Expenses					
AA.1010.100.000 Town Board Personal Services	1,339.00	5,356.00	16,068.00	10,712.00	33.33
AA.1010.400.000 Town Board Contractual	90.60	196.57	1,200.00	1,003.43	16.38
AA.1110.100.000 Justices Personal Services	2,562.00	10,248.00	30,744.00	20,496.00	33.33
AA.1110.102.000 Justice Pers Svc, Clerk	2,166.07	9,594.63	26,322.00	16,727.37	36.45
AA.1110.200.000 Justice Equipment	0.00	0.00	600.00	600.00	0.00
AA.1110.400.000 Justices Contractual	736.64	1,619.57	14,250.00	12,630.43	11.37
AA.1220.100.000 Supervisor Personal Services	1,040.66	4,162.64	12,488.00	8,325.36	33.33
AA.1220.102.000 Deputy Supervisor Personal Services	132.75	531.00	1,593.00	1,062.00	33.33
AA.1220.103.000 Supervisor's Secretary Personal Services	492.80	2,713.08	9,136.00	6,422.92	29.70
AA.1220.400.000 Supervisor Contractual	361.54	3,243.79	5,000.00	1,756.21	64.88
AA.1310.400.000 Bookkeeper, Contr Expend	2,880.00	14,010.00	32,410.00	18,400.00	43.23
AA.1310.400.000 Assessor Equipment	0.00	0.00	200.00	200.00	0.00
AA.1355.400.000 Assessor Contractual	0.00	1,000.00	28,000.00	27,000.00	3.57
AA.1410.100.000 Town Clerk Personal Services	3,530.30	15,886.35	45,894.00	30,007.65	34.62
AA.1410.102.000 Deputy Town Clerk Personal Services	0.00	2,956.23	6,240.00	3,283.77	47.38
AA.1410.200.000 Town Clerk Equipment	0.00	52.21	500.00	447.79	10.44
AA.1410.400.000 Town Clerk Contractual	2,063.37	3,067.42	5,000.00	1,932.58	61.35
AA.1420.400.000 Attorney Contractual	800.00	3,500.00	5,000.00	1,500.00	70.00
AA.1420.401.000 Court Prosecutor	0.00	0.00	9,600.00	9,600.00	0.00
AA.1440.400.000 Engineer Contractual	0.00	0.00	2,500.00	2,500.00	0.00
AA.1450.400.000 Elections Contractual	0.00	0.00	5,200.00	5,200.00	0.00
AA.1460.400.000 Records Management Contractual	0.00	0.00	3,000.00	3,000.00	0.00
AA.1480.400.000 Public Info Services OARS Contractual	0.00	0.00	1,200.00	1,200.00	0.00

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

Town of Bergen

For 4/30/2024

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
AA.1620.100.000 Buildings Personal Services					
AA.1620.400.000 Building Operation Contractual	519.25	1,789.25	10,432.00	8,642.75	17.15
AA.1620.401.000 Building Operation Lease Fire Hall	2,448.00	40,185.05	40,000.00	(185.05)	100.46
AA.1660.400.000 Central Storeroom Contractual	0.00	0.00	20,149.00	20,149.00	0.00
AA.1670.400.000 Central Printing & Mailing Contractual	(42.79)	182.25	5,500.00	317.75	36.45
AA.1680.200.000 Computers Equipment	75.38	2,172.41	5,500.00	3,327.59	39.50
AA.1680.400.000 Computers Contractual	0.00	0.00	10,000.00	10,000.00	0.00
AA.1680.400.000 Computers Contractual	1,099.45	4,833.17	8,000.00	3,166.83	60.41
AA.1910.400.000 Unallocated Insurance	0.00	1,263.00	37,000.00	35,737.00	3.41
AA.1920.400.000 Municipal Association Dues	0.00	900.00	900.00	0.00	100.00
AA.1950.400.000 Taxes and Assessments on Property	0.00	6,043.91	6,500.00	456.09	92.98
AA.1990.400.000 Contingency	0.00	0.00	15,000.00	15,000.00	0.00
AA.3120.100.000 Constables Personnel Services	143.50	625.25	5,200.00	4,574.75	12.02
AA.3120.400.000 Constables Contractual	0.00	0.00	400.00	400.00	0.00
AA.3310.400.000 Traffic Control Contractual	0.00	0.00	7,500.00	7,500.00	0.00
AA.5010.100.000 Supt. of Highways Personal Services	5,615.20	22,460.80	70,190.00	47,729.20	32.00
AA.5010.102.000 Supt. of Highways, Pers Svc, Deputy	0.00	0.00	1,592.00	1,592.00	0.00
AA.5010.103.000 Supt. of Highways, Pers Svc, Clerk	0.00	0.00	8,000.00	8,000.00	0.00
AA.5010.200.000 Superintendent of Highways Equipment	995.72	995.72	1,500.00	504.28	66.38
AA.5010.400.000 Superintendent of Highways Contractual	60.00	765.97	1,200.00	434.03	63.83
AA.5132.400.000 Garage Contractual	2,644.38	8,857.46	40,000.00	31,142.54	22.14
AA.5182.400.000 Street Lighting Contractual	230.73	1,016.87	7,000.00	5,983.13	14.53
AA.6410.400.000 Publicity - Newsletter Contractual	193.13	213.72	6,500.00	6,286.28	3.29
AA.6420.400.000 Promotion of Industry Contractual	0.00	600.00	2,000.00	1,400.00	30.00
AA.7110.100.000 Parks Person Services	0.00	0.00	2,500.00	2,500.00	0.00
AA.7110.400.000 Parks Contractual	155.90	233.54	52,500.00	52,266.46	0.44
AA.7510.100.000 Historian Personal Services	0.00	756.25	3,025.00	2,268.75	25.00
AA.7510.200.000 Historian Equipment	0.00	0.00	500.00	500.00	0.00
AA.7510.400.000 Historian Contractual	64.00	64.00	1,000.00	436.00	12.80
AA.7550.400.000 Celebrations Contractual	0.00	0.00	5,000.00	5,000.00	0.00
AA.8810.100.000 Cemetery Services	0.00	0.00	2,500.00	2,500.00	0.00
AA.8810.400.000 Cemetery Contractual	0.00	0.00	5,000.00	5,000.00	0.00
AA.9010.800.000 NYS Retirement	0.00	0.00	27,945.00	27,945.00	0.00
AA.9030.800.000 Social Security & Medicare	1,330.69	5,851.60	19,273.00	13,421.40	30.36
AA.9040.800.000 Worker's Compensation	0.00	1,426.00	7,602.00	6,176.00	18.76
AA.9050.800.000 Unemployment Insurance	27.03	27.03	0.00	(27.03)	0.00
AA.9055.800.000 Disability Insurance	0.00	60.48	150.00	89.52	40.32
AA.9060.800.000 Medical Insurance	3,080.74	13,349.87	39,020.00	25,670.13	34.21
AA.9720.600.000 Debt Principal Highway Garage	0.00	0.00	75,000.00	75,000.00	0.00
AA.9720.700.000 Interest on Debt Highway Garage	0.00	0.00	6,375.00	6,375.00	0.00
Total Expenses	36,836.04	192,811.09	810,098.00	617,286.91	23.80

Statement of Activity - MTD and YTD by Fund w/ Variance
Town of Bergen
For 4/30/2024

Excess Revenue Over (Under) Expenditures

M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
\$ (111,179.90)	\$ (314,174.04)	0.00	\$ 920,399.78	0.00

Statement of Activity - MTD and YTD by Fund w/ Variance
Town of Bergen
For 4/30/2024

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues					
BB.1120.000.000 County Sales Tax Distribution	0.00 \$	123,403.27 \$	236,241.00 \$	(112,837.73)\$	52.24
BB.1170.000.000 Franchise Fees	0.00	5,462.31	24,500.00	(19,037.69)	22.30
BB.1560.000.000 Safety Inspection Fees	0.00	0.00	75.00	(75.00)	0.00
BB.2110.000.000 Zoning Fees	390.00	1,970.00	3,000.00	(1,030.00)	65.67
BB.2115.000.000 Planning Board Fees	670.00	970.00	400.00	570.00	242.50
BB.2401.000.000 Interest & Earnings	646.01	2,752.47	3,500.00	(747.53)	78.64
BB.2701.000.000 Refund of Prior Year Expense	975.00	975.00	0.00	975.00	0.00
BB.5999.000.000 Unexpended Balance	0.00	0.00	50,002.00	(50,002.00)	0.00
Total Revenues	2,681.01	135,533.05	317,718.00	(182,184.95)	42.66
Expenses					
BB.1420.400.000 Attorney, Contractual	0.00	0.00	2,000.00	2,000.00	0.00
BB.1440.400.000 Engineer Contractual	0.00	0.00	2,000.00	2,000.00	0.00
BB.1990.400.000 Contingency	0.00	0.00	10,000.00	10,000.00	0.00
BB.6772.400.000 Programs for the Aging Contractual	0.00	4,000.00	4,000.00	0.00	100.00
BB.7310.400.000 Youth Programs Contractual	0.00	4,500.00	4,500.00	0.00	100.00
BB.8010.100.000 Zoning Pers Svc	59.80	239.20	887.00	647.80	26.97
BB.8010.400.000 Zoning Contractual	81.25	93.59	1,240.00	1,146.41	7.55
BB.8020.100.000 Planning Personal Services	292.33	1,169.32	5,542.00	4,372.68	21.10
BB.8020.400.000 Planning Contractual	916.95	2,556.63	3,000.00	443.37	85.22
BB.8160.400.000 Refuse & Garbage Contractual	0.00	0.00	1,000.00	1,000.00	0.00
BB.8664.100.000 Code Enforcement Personnel Services	(1,980.75)	6,959.07	20,104.00	13,144.93	34.62
BB.8664.400.000 Code Enforcement Contractual	380.91	1,226.43	4,400.00	3,173.57	27.87
BB.9030.800.000 Social Security & Medicare	145.24	640.11	2,029.00	1,388.89	31.55
BB.9040.800.000 Workers Compensation	0.00	282.00	944.00	662.00	29.87
BB.9050.800.000 Unemployment Insurance	3,527.21	3,527.21	0.00	(3,527.21)	0.00
BB.9901.900.000 Interfund Transfers	0.00	0.00	256,072.00	256,072.00	0.00
Total Expenses	3,422.94	25,193.56	317,718.00	292,524.44	7.93
Excess Revenue Over (Under) Expenditures	\$ 741.93	\$ (110,339.49)	\$ 0.00	\$ 474,709.39	\$ 0.00

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

Town of Bergen

For 4/30/2024

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues					
DA.1001.000.000 Property Taxes	\$ 0.00	\$ 292,620.00	\$ 292,620.00	\$ 0.00	100.00
DA.2300.000.000 Services to Other Gov't	76,361.04	184,891.71	130,000.00	54,891.71	142.22
DA.2401.000.000 Interest & Earnings	2,561.78	8,289.55	5,000.00	3,289.55	165.79
DA.3589.000.000 St. Aid, Other Transportation	0.00	0.00	40,000.00	(40,000.00)	0.00
DA.5999.000.000 Appropriated Fund Balance	0.00	0.00	46,874.00	(46,874.00)	0.00
Total Revenues	78,922.82	485,801.26	514,494.00	(28,692.74)	94.42
Expenses					
DA.5130.100.000 Machinery, Pers Serv	2,514.80	2,514.80	12,309.00	9,794.20	20.43
DA.5130.200.000 Machinery, Equip & Cap Outlay	0.00	0.00	125,000.00	125,000.00	0.00
DA.5130.400.000 Machinery, Contr Expend	2,764.26	10,393.09	40,000.00	29,606.91	25.98
DA.5140.100.000 Brush & Weeds, Pers Serv	0.00	0.00	12,060.00	12,060.00	0.00
DA.5140.400.000 Brush & Weeds, Contr Expend	0.00	0.00	1,500.00	1,500.00	0.00
DA.5142.100.000 Snow & Ice, Pers Serv	11,225.28	68,177.54	128,102.00	59,924.46	53.22
DA.5142.400.000 Snow & Ice, Contr Expend	6,573.24	51,344.78	113,000.00	61,655.22	45.44
DA.9010.800.000 NYS Retirement, Empl Bnfts	0.00	0.00	20,965.00	20,965.00	0.00
DA.9030.800.000 Social Security & Medicare, Empl Bnfts	994.00	5,179.55	11,664.00	6,484.45	44.41
DA.9040.800.000 Workers Compensation, Empl Bnfts	0.00	2,820.00	4,274.00	1,454.00	65.98
DA.9055.800.000 Disability Insurance, Empl Bnfts	0.00	30.00	150.00	120.00	20.00
DA.9060.800.000 Hospital & Medical (Dental) Ins, Empl Bnfts	3,533.60	18,941.38	45,470.00	26,528.62	41.66
Total Expenses	27,605.18	159,401.14	514,494.00	355,092.86	30.98
Excess Revenue Over (Under) Expenditures	\$ (51,317.64)	\$ (326,400.12)	\$ 0.00	\$ 383,785.60	0.00

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

Town of Bergen

For 4/30/2024

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues					
DB.2401.000.000 Interest & Earnings	\$ 220.95	\$ 1,429.50	\$ 2,000.00	\$ (570.50)	71.48
DB.3501.000.000 Consolidated Highway Aid	0.00	0.00	75,000.00	(75,000.00)	0.00
DB.5031.000.000 Interfund Transfers	0.00	0.00	256,072.00	(256,072.00)	0.00
DB.5999.000.000 Unexpended Balance	0.00	0.00	50,006.00	(50,006.00)	0.00
Total Revenues	220.95	1,429.50	383,078.00	(381,648.50)	0.37
Expenses					
DB.5110.100.000 General Highway Repairs Personal Services	0.00	0.00	93,648.00	93,648.00	0.00
DB.5110.400.000 General Highway Repairs Contractual	0.00	128.00	93,500.00	93,372.00	0.14
DB.5112.200.000 Permanent Highway Improvements	0.00	0.00	75,000.00	75,000.00	0.00
DB.9010.800.000 NYS Retirement	0.00	0.00	12,869.00	12,869.00	0.00
DB.9030.800.000 Social Security & Medicare	0.00	0.00	7,164.00	7,164.00	0.00
DB.9040.800.000 Workers Compensation	0.00	1,112.00	1,112.00	0.00	100.00
DB.9055.800.000 Disability Insurance	0.00	21.15	120.00	98.85	17.63
DB.9060.800.000 Medical Insurance	2,165.76	11,609.25	27,870.00	16,260.75	41.66
DB.9785.600.000 Installment Purchase Debt, Principal	0.00	20,297.53	67,736.00	47,438.47	29.97
DB.9785.700.000 Installment Purchase Debt, Interest	0.00	1,556.53	4,059.00	2,502.47	38.35
Total Expenses	2,165.76	34,724.46	383,078.00	348,353.54	9.06
Excess Revenue Over (Under) Expenditures	\$ 1,944.81	\$ 33,294.96	\$ 0.00	\$ 730,002.04	0.00

Statement of Activity - MTD and YTD by Fund w/ Variance
Town of Bergen
For 4/30/2024

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues					
HH.2401.000.004 Interest & Earnings, Water Capital #4	\$ 871.45	\$ 4,334.97	\$ 0.00	\$ 4,334.97	0.00
Total Revenues	871.45	4,334.97	0.00	4,334.97	0.00
Expenses					
HH.1380.200.004 Fiscal Agents Capital Outlay	0.00	14,375.00	0.00	(14,375.00)	0.00
Total Expenses	0.00	14,375.00	0.00	(14,375.00)	0.00
Excess Revenue Over (Under) Expenditures	\$ (871.45)	\$ 10,040.03	\$ 0.00	\$ (18,709.97)	0.00

Statement of Activity - MTD and YTD by Fund w/ Variance
Town of Bergen
For 4/30/2024

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues					
SM.1001.000.000 Real Property Taxes	\$ 0.00	\$ 205,722.00	\$ 205,722.00	\$ 0.00	100.00
SM.2401.000.000 Interest & Earnings	478.71	2,068.81	1,500.00	568.81	137.92
SM.5999.000.000 Unexpended Balance	0.00	0.00	2,000.00	(2,000.00)	0.00
Total Revenues	478.71	207,790.81	209,222.00	(1,431.19)	99.32
Expenses					
SM.3410.400.000 Fire Contract Contractual	0.00	104,262.44	209,222.00	104,959.56	49.83
Total Expenses	0.00	104,262.44	209,222.00	104,959.56	49.83
Excess Revenue Over (Under) Expenditures	\$ (478.71)	\$ (103,528.37)	\$ 0.00	\$ 106,390.75	0.00

Statement of Activity - MTD and YTD by Fund w/ Variance
Town of Bergen
For 4/30/2024

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues					
SW.1001.000.003 Real Property Taxes - Peachey Rd District 3	\$ 0.00	\$ 43,863.00	\$ 43,863.00	\$ 0.00	100.00
SW.2401.000.003 Interest & Earnings	258.49	668.40	1,500.00	(831.60)	44.56
SW.5031.000.003 Interfund Transferr - Peachey Road	0.00	0.00	5,000.00	(5,000.00)	0.00
SW.5999.000.003 Unexpended Balance - District 3	0.00	0.00	1,000.00	(1,000.00)	0.00
Total Revenues	258.49	44,531.40	51,363.00	(6,831.60)	86.70
Expenses					
SW.9720.600.003 Debt Principal, Install Bonds - Peachey Rd District 3	0.00	0.00	20,000.00	20,000.00	0.00
SW.9720.700.003 Debt Interest, Install Bonds - Peachey Rd District 3	0.00	0.00	29,363.00	29,363.00	0.00
SW.9950.900.003 Interfund Transfer	0.00	0.00	2,000.00	2,000.00	0.00
Total Expenses	0.00	0.00	51,363.00	51,363.00	0.00
Excess Revenue Over (Under) Expenditures	\$ (258.49)	\$ (44,531.40)	\$ 0.00	\$ 58,194.60	0.00

Statement of Activity - MTD and YTD by Fund w/ Variance
Town of Bergen
For 4/30/2024

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues					
SW.1001.000.004 Property Taxes	\$ 0.00	\$ 252,060.00	\$ (252,060.00)	\$ 504,120.00	100.00
SW.2140.001.004 Out of District User	0.00	2,951.50	(2,900.00)	5,851.50	101.78
SW.2401.000.004 Interest & Earnings	1,727.35	5,757.04	(8,000.00)	13,757.04	71.96
Total Revenues	1,727.35	260,768.54	(262,960.00)	523,728.54	99.17
Expenses					
SW.9710.600.004 Bond Principal (\$5,615,000), Water #4	(46,973.00)	0.00	110,000.00	110,000.00	0.00
SW.9710.601.004 Bond Principal (\$935,000), Water #4	0.00	0.00	15,000.00	15,000.00	0.00
SW.9710.700.004 Bond Interest (\$5,615,000), Water #4	0.00	0.00	116,770.00	116,770.00	0.00
SW.9710.701.004 Bond Interest (\$935,000), Water #4	0.00	0.00	12,650.00	12,650.00	0.00
SW.9950.900.004 Interfund Transfer	0.00	0.00	8,540.00	8,540.00	0.00
Total Expenses	(46,973.00)	0.00	262,960.00	262,960.00	0.00
Excess Revenue Over (Under) Expenditures	\$ (48,700.35)	\$ (260,768.54)	\$ 525,920.00	\$ (260,768.54)	(49.58)

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Clerk Fees	Certified Copies	2	20.00
		Sub-Total:		\$20.00
A2544	Dog Licensing	Female, Spayed	14	70.00
		Male, Neutered	9	45.00
		Male, Unneutered	1	18.00
	Senior Discount	Senior Discount	1	-3.00
		Sub-Total:		\$130.00
B2110	Building & Zoning	Building Permit	6	918.12
		Sub-Total:		\$918.12
B2590	Building & Zoning	Special Use Permit	1	225.00
		Sub-Total:		\$225.00
Total Local Shares Remitted:				\$1,293.12
Amount paid to: NYS Ag. & Markets for spay/neuter program				26.00
Total State, County & Local Revenues:		\$1,319.12		Total Non-Local Revenues:
				\$26.00

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 received by 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.

Supervisor_____
Date_____
Town Clerk_____
Date

Town of Bergen

Permit Monthly Report

04/01/2024 - 04/30/2024

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
April	2024					
BP-0010-2024	04/03/2024	david anderson	Res-Acc Structure	6864 Jerico Rd SBL#: 12.-1-78.113	\$5,000.00	\$75.00
BP-0011-2024	04/03/2024	Evergreen Partners, LLC	Comm-Renovation	7150 Apple Tree Acres SBL#: 13.-1-59.112	\$80,000.00	\$110.00
BP-0002-2024	04/18/2024	ADVJ Realty, LLC	Comm-New Structure	Apple Tree Ave SBL#: 13.-1-58.21	\$833,000.00	\$438.12
April 2024 Total:					\$918,000.00	\$623.12
Reporting Period Total:					\$918,000.00	\$623.12

Genesee County 911
Response Times Report

GEN BERGEN FIRE

Report Date Range from: 3/1/2024 to 3/31/2024

Mercy Flight EMS

Report includes Emergent First On Scene Responses.

Response Time Minutes	Call Count	Cumulative Call Count	Percentage of Total Calls	Cumulative Percentage
--------------------------	------------	--------------------------	------------------------------	--------------------------

Response Zone: GEN BERG 17

16:00 - 16:59	2	2	28.57%	28.57%
19:00 - 19:59	2	4	28.57%	57.14%
21:00 - 21:59	1	5	14.29%	71.43%
22:00 - 22:59	1	6	14.29%	85.71%
24:00 - 24:59	1	7	14.29%	100.00%
Total Calls:	7	7	100%	

Call Source Total Calls: 7



Alex Camarda
Associate VP, State Government Affairs

May 3, 2024

Re: Charter Communications – Upcoming Change

Dear Municipal Official:

This letter will serve as notice that on or around June 3, 2024, Spectrum Northeast, LLC ("Spectrum"), will launch TUDN on channels 444 and 959 (Ch 273 in Plattsburgh) on SPP Sports Tiers on the channel lineup serving your community.

If you have any questions, please feel free to contact me at 212-379-5123 or via email at Alex.Camarda@charter.com.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Camarda", written in a cursive style.

Alex Camarda
Associate VP, State Government Affairs
Charter Communications



Alex Camarda
Sr. Director, Government Affairs

April 23, 2024

RE: Charter Communications Notification

Dear Municipal Official:

This letter will serve as notice that on or around May 15, 2024, Spectrum Northeast, LLC ("Spectrum"), will launch Univision on channels 16, 26, 36, 38., 42, 60, 61, 62, 65, 66 or 70 in standard definition and channel 801 in high definition (237 and 877 in Plattsburgh) on SPP Select on the channel lineup serving your community.

If you have any questions about this change, please feel free to contact me at 212-379-5123 or via email at Alex.Camarda@charter.com.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Camarda", written in a cursive style.

Alex Camarda
Sr. Director, Government Affairs
Charter Communications

RESOLUTION NO.

SEQRA Determination – Local Law
Amending Chapter 118 Personnel Policies

WHEREAS, the Town Board of the Town of Bergen intends to amend Chapter 118 Personnel Policies; and

WHEREAS, such a Local Law is defined by 6 NYCRR §617.5 as a Type II action for which no environmental review is necessary.

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. That the Bergen Town Board does hereby designate the proposed Local Law as a Type II action.

Sec. 2. That this resolution shall take effect immediately.

MOTION for adoption of this resolution
Seconded by

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely
Councilperson Grant
Councilperson Starowitz
Councilman Swanson
Supervisor Haywood

Submitted – February 13, 2024

RESOLUTION _____

Adopting Local Law __ of 2024 Amending Chapter 118
Personnel Policies of the Bergen Town Code

WHEREAS, the Bergen Town Board has determined that it is in the best interests of the Town of Bergen to amend Chapter 118 Personnel Policies of the Bergen Town Code; and

WHEREAS, a duly advertised Public Hearing was held by the Town Board at the Town Hall, 10 Hunter Street, Bergen on May 14, 2024 at 7 pm to hear all persons interested in the adoption of Local Law No. ____ of 2024 Amending Chapter 118 Personnel Policies of the Bergen Town Code; and

WHEREAS, all persons desiring to be heard were heard and due deliberation having been had.

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. That Chapter 118 Personnel Policies of the Bergen Town Code be amended as follows:

118-2. Reimbursement for mileage.

Examples of mileage reimbursement request:

2-10-2008: GAM meeting in Batavia and return, 15 miles each way, 30 miles total.

~~Month of 3-20-2008: five trips to Brockport to HSBC Bank, 16 miles each, 80 miles total.~~

118-5. Reimbursement for meals.

The maximum reimbursement for meals is \$50 a day/~~\$70~~ **\$100** a day NYC....A gratuity of up to ~~15%~~ **20%** may be added to the above.

~~118-8. Reimbursement for telephone calls.~~

~~Requests for reimbursement for telephone calls from home telephones must be itemized by place and totaled per month.~~

~~Example: January telephone calls~~

~~8 calls to Batavia _____ \$1.80~~

~~4 calls to Albany _____ \$4.56~~

~~Total _____ \$6.36~~

Sec. 2. That the Town Board of the Town of Bergen hereby adopts Local Law No. ____ of 2024 – Amending Chapter 118 Personnel Policies of the Bergen Town Code.

Sec. 3. That the Town Clerk is authorized and directed to file a complete copy of Local Law No. ____ of 2024 with the Secretary of State, as required by law.

Sec. 4. That this resolution shall take effect immediately.

Motion for adoption:

Second:

RESOLUTION NO.

SEQRA Determination – Local Law Amending
Chapter 398 Records, Public Access

WHEREAS, the Town Board of the Town of Bergen intends to amend Chapter 398 Records, Public Access; and

WHEREAS, such a Local Law is defined by 6 NYCRR §617.5 as a Type II action for which no environmental review is necessary.

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. That the Bergen Town Board does hereby designate the proposed Local Law as a Type II action.

Sec. 2. That this resolution shall take effect immediately.

MOTION for adoption of this resolution

Seconded by

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely

Councilperson Grant

Councilperson Starowitz

Councilman Swanson

Supervisor Haywood

Submitted – February 13, 2024

RESOLUTION _____

Adopting Local Law __ of 2024 Amending Chapter 398
Records, Public Access of the Bergen Town Code

WHEREAS, the Bergen Town Board has determined that it is in the best interests of the Town of Bergen to Amend Chapter 398 Records, Public Access of the Bergen Town Code; and

WHEREAS, a duly advertised Public Hearing was held by the Town Board at the Town Hall, 10 Hunter Street, Bergen on May 14, 2024 at 7 pm to hear all persons interested in the adoption of Local Law No. ____ of 2024 Amending Chapter 398 Records, Public Access of the Bergen Town Code; and

WHEREAS, all persons desiring to be heard were heard and due deliberation having been had.

NOW THEREFORE BE IT RESOLVED:

Sec. 1. That Chapter 398 Records, Public Access to of the Bergen Town Code be amended as follows:

398-2. Designation of Records Access Officer.

A.

Town Clerk

~~13 S. Lake Avenue~~ **10 Hunter Street**

Bergen, NY 14416

~~tn-bergen-Clerk@rochester.rr.com~~

398-3. Location.

Bergen Town hall

~~13 S. Lake Avenue~~ **10 Hunter Street**

Bergen, NY 14416

398-4. Hours for public inspection.

Requests for public access to records shall be accepted and records produced during all hours regularly open for business, **as posted in the Town Clerk's office, 10 Hunter Street.** ~~These hours are: Monday, Tuesday, Wednesday and Friday, 8:00 a.m. to 4:00 p.m.; Saturday, 9:00 a.m. to 12:00 noon.~~

Sec. 2. That the Town Board of the Town of Bergen hereby adopts Local Law No. ____ of 2024 Amending Chapter 398 Records, Public Access to of the Bergen Town Code.

Sec. 3. That the Town Clerk is authorized and directed to file a complete copy of Local Law No. ____ of 2024 with the Secretary of State, as required by law.

RESOLUTION NO.

SEQRA Determination – Local Law
Amending Chapter 132 Procurement Policy

WHEREAS, the Town Board of the Town of Bergen intends to amend Chapter 132 Procurement Policy; and

WHEREAS, such a Local Law is defined by 6 NYCRR §617.5 as a Type II action for which no environmental review is necessary.

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. That the Bergen Town Board does hereby designate the proposed Local Law as a Type II action.

Sec. 2. That this resolution shall take effect immediately.

MOTION for adoption of this resolution

Seconded by

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely
Councilperson Grant
Councilperson Starowitz
Councilman Swanson
Supervisor Haywood

Submitted – February 13, 2024

RESOLUTION _____

Adopting Local Law __ of 2024 Amending Chapter 132
Procurement Policy of the Bergen Town Code

WHEREAS, the Bergen Town Board has determined that it is in the best interests of the Town of Bergen to amend Chapter 132 Procurement Policy of the Bergen Town Code; and

WHEREAS, a duly advertised Public Hearing was held by the Town Board at the Town Hall, 10 Hunter Street, Bergen on May 14, 2024 at 7 pm to hear all persons interested in the adoption of Local Law No. ____ of 2024 Amending Chapter 132 Procurement Policy of the Bergen Town Code; and

WHEREAS, all persons desiring to be heard were heard and due deliberation having been had.

NOW THEREFORE BE IT RESOLVED:

Sec. 1. That Chapter 132 Procurement Policy of the Bergen Town Code be amended as follows:

132-1. Guidelines

B. Guideline 2. All purchases of:

(1) Public works contracts over ~~\$20,000~~ **\$35,000**.

(2) Supplies or equipment which will exceed ~~\$10,000~~ **\$20,000** shall be formally bid...

C. Guideline 3.

(1) All estimated public works contracts of less ~~that than~~ ~~\$20,000~~ **\$35,000** but greater than ~~\$30,000~~ **\$20,000** require a written request for proposals (RFP) and a written ~~fax~~ proposal from ~~three~~ **two** or more contractors.

(2) All estimated purchases of less than \$10,000 but greater than ~~\$3,000~~ **\$5,000** require a written RFP and a written ~~fax~~ proposal from ~~three~~ **two** or more vendors unless purchased from valid state or county **or municipal bids**.

(3) All public works contracts or purchase of less than ~~\$3,000~~ **\$5,000** but greater ~~that~~ **than** \$500 require.... and;

Sec. 2. That the Town Board of the Town of Bergen hereby adopts Local Law No. ____ of 2024 Amending Chapter 132 Procurement Policy of the Bergen Town Code.

Sec. 3 That the Town Clerk is authorized and directed to file a complete copy of Local Law No. ____ of 2024 with the Secretary of State, as required by law.

Sec. 4. That this resolution shall take effect immediately.

Motion for adoption:

Second:

Discussion:



KATHY HOCHUL
Governor

Agriculture and Markets

RICHARD A. BALL
Commissioner

May 11, 2024

Honorable Ernie Haywood, Supervisor
Town of Bergen
10 Hunter Street
PO Box 249
Bergen, NY 14416

RE: Final Notice of Intent for the Proposed Advance of Public Funds to Undertake an Action within an Agricultural District, Construction of the Buffalo Road Tank Water Main Connection Project Within the Town of Bergen, Genesee County Agricultural District No. 4

Dear Supervisor Haywood,

Pursuant to Agriculture and Markets Law (AML) §305(4), the Department of Agriculture and Markets has completed its review of the Notice of Intent submitted by the Monroe County Water Authority, on behalf of the Town of Bergen, for the advance of public funds for the construction of approximately 1,650 linear feet of water main within an easement between South Lake Road and Clinton Street, within the Town, located in Genesee County Agricultural District No. 4.

The Final Notice of Intent was sent to the Commissioner of Environmental Conservation (DEC), the Advisory Council on Agriculture (ACA) and the Genesee County Agricultural and Farmland Protection Board (AFPB) for their review of the proposed action. The DEC and the ACA did not submit any comments. The Genesee County AFPB supports the project provided the construction follows two conditions. First, hydrants and valve boxes shall not be placed directly in agricultural fields and project engineers should work closely with both the County Soil and Water Conservation District and landowners in order to identify and restore the existing drainage improvements affected by this project. Second, any flags or temporary markers for underground utilities be removed from the properties after the project is completed.

Based on all relevant information before me, I have determined that the proposed action would not have an unreasonably adverse effect on the continuing viability of farm enterprises within the district or State environmental plans, policies and objectives. This