

**Town Board Meeting  
Town of Bergen  
February 11<sup>th</sup> 2025  
Town Hall- 10 Hunter Street, Bergen New York  
Agenda**

**I. Audit of 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:** Organization Meeting: 1/14/2025  
Regular Meeting: 1/14/2025

**IV. Communications included with this agenda:**

1. Supervisor Report for Jan. 2025- if available
2. Financial Statements for Jan..2025- if available
3. Town Clerks Report for Jan. 2025
4. ZEO/CEO Report for Jan. 2025
5. Mercy EMS report for Dec. 2024
6. Charter Communication Letter (s) dated Jan. 28,2025, Jan. 31, 2025, and Feb.3, 2025
7. Resolution for MCWA acquisition of a water easement at 0 Clinton St. Road
8. Annual Checklist for Review of Justice Court Records for Justice Swapceinski and Justice Pulcini
9. Resolution to accept 2024 Justice Court Checklist
10. Annual Fiscal Report to the Board for 2024, presented to Town Board members and Town Clerk for filing on 1/9/2025
11. Annual Fiscal Checklist of Town Clerk for 2024, presented to the Town Board members on 1/23/2025
12. Gilliam Grant Community Center Report for Youth and Senior Services
13. Proposed Collection Policy for the Town of Bergen Historian
14. Resolution to adopt the proposed Collection Policy for the Town Historian
15. Town Historian's annual report for 2024
16. Correspondence(s) from the NYS Agriculture and Markets regarding Dog Control Officer Inspection dated 1/22/2025 and for Municipal Shelter Inspection Report dated 1/22/2025
17. Resolution for 2025 Budget Modification and Transfer
18. Correspondence from DOT regarding requested speed limit reduction on Route 22 between I-490 and Route 19.
19. Standard Work Day and Reporting Resolution for Elected and Appointed Officials.
20. Proposal from GG Municipal Consulting and Grant Writing for Grant Writing Services.

**V. Board Members' items for addition to the agenda**

**VI. Reports:**

**Supervisor**

**Clerk**

Web Site update/ Financial Software/tax collection/ EV station

**Board Members**

**Highway**

**Committees**

-Building, Grounds, and Facilities (cemeteries) – Building Committee- Update

-Parks

-Local History & Museum

-Policy and Personnel:

**VII. Old Business:**

**VIII. New Business:**

- Resolution accepting 2024 Annual Checklist of Justice Court Records and review of records
- Resolution to adopt the proposed Collection Policy for the Town Historian
- Resolution for MCWA acquisition of a water easement at 0 Clinton St. Road
- Standard Work Day and Reporting Resolution for Elected and Appointed Officials.
- Approval of the Proposal from GG Municipal Consulting and Grant Writing for Grant Writing Services
- Resolution accepting the Annual Fiscal Report to the Board for 2024, presented to Town Board members and Town Clerk for filing on 1/19/2025
- Resolution accepting the Annual Fiscal Checklist of Town Clerk for 2024, presented to the Town Board members on 1/23/2025
- Approval of EV charging station rates of .30 cents per kWh and 1.00 per use
- Resolution for 2025 Budget Modification and Transfer
- Action to file Town Clerks Report- Jan. 2025
- Action to file Supervisor's Report- Jan. 2025
- Approval to pay bills and authorize the bookkeeper to transfer funds necessary to the checking account to pay the bills.

**IX. Meeting and Other Upcoming Dates:**

- Town Board Meeting: 3/11/2025 - 6:45 Audit of bills and 7:00 pm Town Board Meeting

**X. Adjournment**

The Bergen Town Board convened in a special session at 7:00 pm in the Courtroom with Supervisor Haywood presiding.

**PRESENT:**

Supervisor Ernest Haywood  
Councilperson Belinda Grant  
Councilperson Karen Ely  
Councilperson Mark Swanson

**ALSO:**

Teresa Robinson, Town Clerk  
Joel Pocock, Town Highway Superintendent

**ABSENT:** Councilperson James Starowitz and Councilperson Belinda Grant

**OTHER ATTENDEES:**

**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 OF ALLEGIANCE TO THE FLAG****COMMUNICATIONS:**

- Resolution Samples 1, 2, 3, 4, 5 - below
- Medical Benefit Policy – below
- 2025 Wage Schedule
- Town of Bergen – 2025 Pay Periods
- Letter of continued interest in Town Attorney and Deputy Town Attorney from Daniel Bryson of Lacy Katzen and retainer fees.
- Letter of intent from Thomas M. Tiefel in interest in reappointment as Town Historian
- Letter of interest from Robert Zickl to be appointed Town Prosecutor
- Letter from MRB Group – Paul Chatfield regarding interest in reappointment as Town Engineer
- Town of Bergen – Supervisor’s Proposed Activities for 2025
- Agreement for the Expenditure of Highway Moneys
- Post – Issuance Tax Compliance and Continuing Disclosure Building and Procedure

**2025 TOWN BOARD APPOINTMENTS:**

Zoning/Code Enforcement Officer	Gerald Wood
Building Inspector	Gerald Wood
Constable	Gary Donofrio
Constable	Chad Cummings
Historian	Thomas Tiefel
Historian Assistant	Jodi L. Fisher
Attorney for the Town	Daniel S. Bryson
Deputy Attorney for the Town	John Wells
Engineer for the Town	MRB Group
Planning/Zoning Secretary	Kim Donley
Planning Board Chairman	Gary Fink
Zoning Board Chair	Paul Cooper
Alternate Planning Board Member	Andrew Fink
Planning Board Member	Dave Mason
Town Prosecutor	Robert Zickl
Mill Seat Landfill Advisory Committee	Timothy J. Donovan

*Councilperson Ely made the motion to approve the 2025 Town Board appointments; seconded by Councilperson Swanson and it carried by a vote 3-0.*

Ayes: Haywood, Ely, Swanson

Nays: None

APPROVED by: Unanimous vote (3-0)

**REVIEW OF APPOINTMENTS BY OTHERS:**

Deputy Town Supervisor	Belinda Grant
Secretary to Supervisor	Leisa Strabel
Deputy Town Clerk	Barb Fisher
Deputy Town Clerk	
Sub Registrar of Vital Statistics	Barb Fisher
Justice Court Clerk	Sandra Owen
Senior Justice Court Clerk	Cindy Burke
Deputy Highway Superintendent	Mike Johnson
Secretary to Highway Superintendent	Ruth Kruppner

*Councilperson Swanson made the motion to approve the 2025 Town Board appointments; seconded by Councilperson Ely and it carried by a vote 3-0.*

Ayes: Haywood, Ely, Swanson

Nays: None

APPROVED by: Unanimous vote (3-0)



**RESOLUTION #1 –2025 AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS:**

Resolution #1-2025 for the sum of \$318,250.00 to be set aside to be expended for primary work and general repairs upon 19.9 miles of Town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.

MOTION for adoption of this resolution by: Councilperson Ely

Seconded by: Councilperson Swanson

Discussion

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely – AYE

Councilperson Swanson – AYE

Supervisor Haywood – AYE

Approved by Vote 3-0

Submitted January 14, 2025

**RESOLUTION #2 –2024 EXPENDITURES BY HIGHWAY SUPERINTENDENT:**

**WHEREAS**, section 142, subdivision 1 (a) of the Highway law authorizes the Town Board to adopt a resolution permitting the Town Superintendent of Highways to purchase equipment, tools and implements without prior approval of the Town Board in an amount to be fixed by it from time to time, and

**WHEREAS**, it is determined by this Board to be reasonable and proper and that the Highway Superintendent of the Town be granted permission to purchase such items without its prior approval in the amount not to exceed \$10,000

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Superintendent of Highways be and he hereby is authorized to spend an amount not to excess of \$10,000.00 for the purchase of equipment, tools and implements without prior approval of this Board, and

**BE IT FURTHER RESOLVED**, that the authorization hereinabove granted shall be construed as meaning that the total amount of all such items purchased by the Superintendent of Highways shall not exceed the number of budgeted appropriations in the fiscal year 2024.

MOTION for adoption of this resolution by: Councilperson Swanson

Seconded by: Councilperson Ely

Discussion

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely – AYE

Councilperson Swanson – AYE

Supervisor Haywood – AYE

Approved by Vote 3-0

Submitted January 14, 2025

**RESOLUTION #3 –2024 STATE AND/OR COUNTY BIDS**

**WHEREAS**, it is determined by the Bergen Town Board to be reasonable and proper and in the best interests of the efficient functioning of the Bergen Highway Department that the Highway Superintendent of the Town be granted permission to purchase any such items, materials, tools and implements and services under any and all valid New York State bids, United States Federal bids other valid Municipal bids including County and Genesee County bids and award contracts according to the applicable bid sheets.

MOTION for adoption of this resolution by: Councilperson Ely

Seconded by: Councilperson Swanson

Discussion

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely – AYE

Councilperson Swanson – AYE

Supervisor Haywood – AYE

Approved by Vote 3-0

Submitted January 14, 2025

**TOWN OF BERGEN**  
**OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

WHEREAS, Ernest Haywood, of the Town of Bergen, County of Genesee, New York, has been elected to the Office of Supervisor of the Town of Bergen, and

WHEREAS, Belinda Grant, of the Town of Bergen, County of Genesee, New York, has been appointed to the Office of Deputy Supervisor of the Town of Bergen, and

WHEREAS, Teresa Robinson, of the Town of Bergen, County of Genesee, New York, has been elected to the Office of Town Clerk of the Town of Bergen, and

WHEREAS, Teresa Robinson, of the Town of Bergen, County of Genesee, New York, has been elected to the Office of Town Tax Collector of the Town of Bergen, and

WHEREAS, Barb Fisher, of the Town of Bergen, County of Genesee, New York, has been appointed to the Office of Deputy Town Clerk of the Town of Bergen, and

WHEREAS, Vincent Pulcini, of the Town of Bergen, County of Genesee, New York, has been elected to the Office of Town Justice of the Town of Bergen, and

WHEREAS, Robert Swapceinski, of the Town of Bergen, County of Genesee, New York, has been elected to the Office of Town Justice of the Town of Bergen, and

WHEREAS, Joel Pocock, of the Town of Bergen, County of Genesee, New York, has been elected to the Office of Superintendent of Highways of the Town of Bergen, and

WHEREAS, Joel Pocock, of the Town of Bergen, County of Genesee, New York, has been appointed to the Office of Deputy Superintendent of Highways of the Town of Bergen, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Bergen that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor; and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and

This undertaking of the Town Justice is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Justice; and

The Town does and shall maintain insurance coverage, presently with ENB Insurance, in the sum of \$1,000,000.00 for the Tax Collector, Supervisor and Town Clerk to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder. (CONTINUED)

**RESOLUTION #4-2024 OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

MOTION for adoption of this resolution by: Councilperson Swanson

Seconded by: Councilperson Ely

Discussion

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely – AYE

Councilperson Swanson – AYE

Supervisor Haywood – AYE

Approved by Vote 3-0

Submitted January 14, 2025

**RESOLUTION #5-2024 POST-ISSUANCE TAX COMPLIANT AND CONTINUING DISCLOSURE POLICIES AND PROCEDURES FOR TAX-EXEMPT NOTES AND BONDS.**

**WHEREAS**, the Town of Board of the Town of Bergen has a Post-Issuance Tax Compliance and Continuing Disclosure Policies and Procedures for Tax-Exempt Notes and Bonds; **NOW, THEREFORE BE IT.**

**RESOLVED**, that the Town Board of the Town of Bergen re-adopts the Post-Issuance Tax Compliance and Continuing Disclosure Policies and Procedures for Tax-Exempt Notes and Bonds with no changes.  
MOTION for adoption of this resolution by: Councilperson Ely

Seconded by: Councilperson Swanson

Discussion

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely – AYE

Councilperson Swanson – AYE

Supervisor Haywood – AYE

Approved by Vote 3-0

Submitted January 14, 2025

**DECLERATIONS:**

Meeting days and times – Second Tuesday at 7:00 PM every month

Official Banks – Tompkins Bank of Castile (primary); Five Star; NYS CLASS

Official Newspaper – Batavia Daily News

Mileage reimbursement rate – IRS approved rates for 2025 at \$.70/mile

Approval of Medical Benefit Policy

Approval of the 2025 Wage/Pay Schedule

Motion was made by Councilperson Swanson; for adoption of the Declarations seconded by Councilperson Ely

Discussion

Ayes: Haywood, Ely, Swanson

Approved by Vote 3-0

**RECOGNIZED COMMITTEES & APPOINTED MEMBERS: BUILDINGS, GROUNDS, & FACILITIES COMMITTEE**

**Buildings, Grounds & Facilities Committee:**

Mark Swanson(chair)

Ernie Haywood

Teresa Robinson

Joel Pocock

Library representative (optional)

Others as requested

**Parks Committee:**

Belinda Grant (chair)

Joel Pocock

Gillam Grant representative (optional)

Youth Soccer representative (optional)

Youth Baseball representative (optional)

BBCA (optional)

**Local History & Museum Committee:**

Karen Ely Chair)

Thomas Tiefel

Others as requested

**Policies & Personnel Committee:**

All Board members

**Agriculture Liaison-** to the Agricultural community including Genesee County

Soil and Water, Genesee County Cooperative Extension and the Farm Bureau

James Starowitz

Motion was made by Councilperson Swanson; for adoption of the Declarations seconded by Councilperson Ely

Discussion

Ayes: Haywood, Ely, Swanson

Approved by Vote 3-0

**ADJOURNMENT** *Councilperson Swanson made a motion to Adjourn the Organizational meeting at 7:12 pm; second by seconded by Councilperson Ely*

Respectfully submitted,

*Teresa Robinson*

Teresa Robinson,  
Town Clerk



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 at 7:14 pm.

**PRESENT:**

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

**ALSO PRESENT:**

Teresa Robinson, Town Clerk  
Joel Pocock, Highway Superintendent

**ABSENT:** Councilperson James Starowitz and Councilperson Belinda Grant

**OTHER ATTENDANCE:** None

**PRAYER:****PLEDGE TO THE FLAG:****PRIVILEGE OF THE FLOOR:**

**APPROVAL OF MINUTES FOR:** Board Meeting 12/30/2024; *Councilperson Swanson made a motion to approve the Town Board Minutes of September 10, 2024; seconded by Councilperson Ely*

Ayes: Haywood, Ely, Swanson

Nays: None

Abstained: None

APPROVED by: Unanimous vote (3-0)

**COMMUNICATIONS/INFORMATION included with this agenda:**

1. Supervisors Report for December 2024
2. Summary spreadsheets for December 2024
3. Town Clerks report for December 2024 and yearly report for 2024
4. ZEO/CEO Report for December 2024
5. Mercy EMS report for December 2024
6. Correspondence from Charter Communications dated – 12/30/2024
7. Budget Transfer in the amount of \$584.00
8. Monroe County Water Authority Easement

**BOARD MEMBERS' ITEMS FOR THE AGENDA:** Nothing to add

## **REPORTS:**

### **SUPERVISOR:**

- Out of town next will be checking emails.
- Annual report submitted to the Board.
- Looking into the cleaning contract.
- Working on the Department of Transportation traffic study on Route 33.
- Working with the Village of Bergen on the Town/Village Comprehensive Plan.

### **TOWN CLERK:**

- Working with CYMA the new accounting software, currently they don't have an option to print off vouchers, they are working on that.
- Tax season has started, been busy collecting taxes.
- Will be attending a Zoom call on Thursday with NYS Archives to learn what Grant money may be available.
- Will be checking on an update to the Town website.

### **BOARD MEMBERS:**

- Nothing to Report.

### **HIGHWAY:**

- Currently working on snow and ice.
- CHIPS money carried over from 2024 was \$21,820 and for the 2025 year the CHIPS money tentative budget amount is \$136,000.
- Water installation at Robins Brook Park maybe in sometime in March.

### **COMMITTEES:**

#### Buildings, Grounds, and Facilities (Cemeteries): Building Committee update of Buildings.

- The Building Committee met on January 7, 2025. Town Historian, Tom Tiefel and The Library Manager, Nancy Bailey were also in attendance to discuss space needed and possible ideas. The next step in the process is to have the architect design preliminary plans.
- Looking into ideas for the BBKA donation. Possibly purchasing 4 more players benches and benches along the walking trail.

#### Local History & Museum: Collection Policy.

- The Town Historian can plan his own collection policy as to what items will be accepted.

#### Policy & Personnel:

- Nothing to Report.

**OLD BUSINESS:**

- Nothing to Report.

**NEW BUSINESS:**

- Approval of Mobile Home Park Permits for Bergen Meadows & Barbary Coast/Cook Properties
- Resolution to authorize the Supervisor to execute the NYS Dept. of Transportation – Supplemental agreement for snow and ice removal for an additional 5 years.
- Action to file to Town Clerks Report – December 2024
- Action to file the Supervisor’s Report – December 2024
- Approval to pay the bills and authorize the bookkeeper to transfer funds necessary to the checking account to pay the bills.
- Resolution for Budget Modifications and Transfer of Funds
- Resolution to approve the acquisition of an easement by the Monroe County Water Authority

Approval of the Mobile Home Parks for Bergen Meadows and Barbary Coast/Cook Properties – Councilperson Ely made a motion to approve the Mobile Home Park Applications; seconded by Councilperson Swanson.

Ayes: Haywood, Ely, Swanson

Nays: None

APPROVED by: Unanimous vote (3-0)

Action to file the Town Clerk’s Report for December 2024 and 2024 Annual Report – Councilperson Swanson made a motion to file to Town Clerk’s Report for December 2024 and 2024 Annual Report; seconded by councilperson Ely.

Ayes: Haywood, Ely, Swanson

Nays: None

APPROVED by: Unanimous vote (3-0)

Action to File the Supervisor’s Report for December, 2024: Councilperson Swanson; made a motion to file the Supervisor’s Report for December 2024; seconded by Councilperson Ely.

Ayes: Haywood, Ely, Swanson

Nays: None

APPROVED by: Unanimous vote (3-0)

Approval to pay the bills and authorizing the board to pay the bills and authorizing the bookkeeper to transfer of funds necessary to the checking account to pay the bills: Councilperson Swanson made a motion to pay the bills; seconded by Councilperson Ely.

Ayes: Haywood, Ely, Swanson

Nays: None

APPROVED by: Unanimous vote (3-0)

**RESOLUTION #6-2025**  
**AUTHORIZE THE 2025-2029 SNOW & ICE SUPPLEMENTAL AGREEMENT**

***WHEREAS**, the Town Board of the Town of Bergen on JANUARY 14, 2025 made a Resolution to approve the accepted Snow & Ice SUPPLEMENTAL Contract # D014809 between the State of New York and the Town of Bergen for snow and ice control which will expire on June 30, 2029 unless further extended. The contract will be for \$52,158.38 adjusted each year for the life of the contract.*

Councilperson Ely made offered resolution # 2025-6 to Authorize the Snow and Ice Agreement for contract year 2025 - 2029; seconded by Councilperson Swanson and it carried by a vote 3 -0.

*VOTE BY ROLL CALL AND RECORD:*

*COUNCILPERSON ELY- AYE*  
*COUNCILPERSON SWANSON - AYE*  
*SUPERVISOR HAYWOOD- AYE*

Submitted January 14, 2025

**RESOLUTION #7-2025**

Budget Modification and Transfer

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Supervisor is hereby authorized to making the following transfer as appropriated in the **2024 budget**:

\$584 from AA1990.400 Contingency to  
AA1620.4 Building Operation Contractual

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

MOTION for adoption of this resolution by Council Ely  
Seconded by Swanson

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely - AYE  
Councilperson Swanson - AYE  
Supervisor Haywood - AYE

Submitted January 14, 2025

RESOLUTION # 8-2025

APPROVAL OF ACQUISITION OF AN EASEMENT BY THE MONROE COUNTY WATER  
AUTHORITY PURSUANT TO §1096(6-a) OF NEW YORK'S PUBLIC AUTHORITIES LAW

**WHEREAS**, The Monroe County Water Authority ("Authority") intends to provide public water service to 6997 Appletree Avenue and Part of Vacant Land on Dublin Road[Address] located in the Town of Bergen[Town]; and

**WHEREAS**, the acquisition of the easement is necessary for operation, maintenance and the future replacement of the water main which will allow the Authority to continue to reliably provide potable water supply to the area; and

**WHEREAS**, the easement is located along the frontage of 6997 Appletree Avenue[Address] (Tax Acct. No. 13.0-1-59.211X-X-X), which is owned by The Broadway Group LLC d/b/a TBG Alabama, LLC [Owner]; and

**WHEREAS**, the easement is located along the frontage of Part of Vacant Land on Dublin Road[Address] (Tax Acct. No. 14.0-1-16.1X-X-X), which is owned by The Dennis and Cynthia Burke [Owner]; and

**WHEREAS**, §1096(6-a) of New York's Public Authorities Law requires the Authority to obtain the prior approval of the Town Board for the above-referenced acquisition; now therefore be it

**RESOLVED**, that the Town hereby approves of the Authority's acquisition of the frontage easement located at 6997 Appletree Avenue and Part of Vacant Land on Dublin Road[Address] in accordance with §1096(6-a) of the New York Public Authorities Law and be it further

**RESOLVED** that a copy of this resolution be provided to the Authority

MOTION for adoption of this resolution by Swanson

Seconded by Ely

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely -AYE

Councilperson Swanson - AYE

Supervisor Haywood - AYE

Submitted January 14, 2025

**MEETING AND OTHER UPCOMING DATES** – Regular Town Board Meeting: 2/11/2025; audit of the bills 6:45 pm.

**ADJOURNMENT** Was at 7:50 p.m. on a motion made by councilperson Swanson; seconded by councilperson Ely.

Ayes: Haywood, Grant, Ely, Swanson, Starowitz

Nays: None

APPROVED by: Unanimous vote (3-0)

Respectfully submitted

*Teresa Robinson*

Teresa Robinson, Town Clerk

Permit Monthly Report

01/01/2025 - 01/31/2025

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
January 2025						
BP-0000-2025	01/08/2025	David Kaufman	Res-Generator	7212 South Lake Rd SBL#: 17.-1-40.2	\$13,730.00	\$40.00
BP-0001-2025	01/15/2025	Hidden Meadows Cooperative	Mobile Home Park	7289 South Lake Rd SBL#: 17.-1-16.11		\$640.00
BP-0002-2025	01/15/2025	Affordable Great Locations Inc	Mobile Home Park	7862 Clinton St Rd SBL#: 13.-1-16		\$240.00
SP-2025-001	01/22/2025	jake berardi	Site Plan	8245 roxbury ln (appletree acres) SBL#: 13.-1-59.2211		\$300.00
January 2025 Total:					\$13,730.00	\$1,220.00
Reporting Period Total:					\$13,730.00	\$1,220.00

Genesee County 911  
Response Times Report

**GEN BERGEN FIRE**

Report Date Range from: 12/1/2024 to 12/31/2024

# Mercy Flight EMS

*Report includes Emergent First On Scene Responses.*

Response Time Minutes	Call Count	Cumulative Call Count	Percentage of Total Calls	Cumulative Percentage
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**Response Zone: GEN BERG 17**

10:00 - 10:59	1	1	14.29%	14.29%
12:00 - 12:59	1	2	14.29%	28.57%
14:00 - 14:59	1	3	14.29%	42.86%
19:00 - 19:59	1	4	14.29%	57.14%
20:00 - 20:59	1	5	14.29%	71.43%
22:00 - 22:59	1	6	14.29%	85.71%
26:00 - 26:59	1	7	14.29%	100.00%
Total Calls:	7	7	100%	

**Response Zone: GEN BERG 22**

16:00 - 16:59	2	2	50.00%	50.00%
19:00 - 19:59	1	3	25.00%	75.00%
21:00 - 21:59	1	4	25.00%	100.00%
Total Calls:	4	4	100%	

**Call Source Total Calls: 11**



January 28, 2025

RE: Charter Communications – Upcoming Change

Dear Municipal Official:

Municipal Official:

Spectrum Northeast, LLC (“Spectrum”), is notifying its customers that SporTV will cease programming its channel on or around February 28, 2025. This change is out of Spectrum’s control. On February 28, 2025, the channel will be dropped.

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

Sincerely,



Alex Camarda  
Associate VP, State Government Affairs  
Charter Communications

January 31, 2025

RE: Charter Communications – Upcoming Change

Dear Municipal Official:

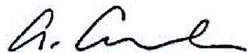
Municipal Official:

Spectrum Northeast, LLC ("Spectrum"), is noticing its customers that on or around March 4, 2025, E! and Syfy networks will be moved from Spectrum Select to Entertainment View.

Spectrum is noticing its customers that on or around February 24, 2025, New York 1 News Noticias located on Spectrum channel 2218 will be rebranded to Spectrum Noticias NYC 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](mailto:Alex.Camarda@charter.com).

Sincerely,



Alex Camarda  
Associate VP, State Government Affairs  
Charter Communications



Alex Camarda  
Associate VP, State Government Affairs

February 3, 2025

RE: Charter Communications – Upcoming Change

Dear Municipal Official:

Spectrum is notifying its customers that Universal Kids will cease programming its channel on or around March 6, 2025. This change is out of Spectrum's control. On March 6, 2025, the channel will be slated with a notice that Universal Kids programming is no longer available.

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

RESOLUTION #

APPROVAL OF ACQUISITION OF AN EASEMENT BY THE MONROE COUNTY  
WATER AUTHORITY PURSUANT TO §1096(6-a) OF NEW YORK'S PUBLIC  
AUTHORITIES LAW

**WHEREAS**, The Monroe County Water Authority ("Authority") intends to provide public water service to 0 Clinton Street Road located in the Town of Bergen; and

**WHEREAS**, the acquisition of the easement is necessary for operation, maintenance and the future replacement of the water main which will allow the Authority to continue to reliably provide potable water supply to the area; and

**WHEREAS**, the easement is located along the frontage of 0 Clinton Street Road (Tax Acct. No. 16.0-1-25.2), which is owned by Mark Miller and Lisa Miller; and

**WHEREAS**, §1096(6-a) of New York's Public Authorities Law requires the Authority to obtain the prior approval of the Town Board for the above-referenced acquisition; now therefore be it

**RESOLVED**, that the Town hereby approves of the Authority's acquisition of the frontage easement located at 0 Clinton Street Road in accordance with §1096(6-a) of the New York Public Authorities Law and be it further

**RESOLVED** that a copy of this resolution be provided to the Authority.



# Memo

**To:** Town Board

**From:** Shelby Bennett

**cc:** Tina DeNigro

**Date:** January

**Re:** Annual Checklist of Justice Court Records

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We completed the Annual Checklist for Review of the Justice Court Records (Attached). We also determined that the procedures followed by the Justice Courts are consistent with general recordkeeping requirements for Town Justice Courts in Appendix F of the Fiscal Oversight Responsibilities of the Governing Board issued by the Office of the State Comptroller (Attached). Deposits and disbursements appeared to be timely, and dockets and case files appeared to be recorded properly on SEI. Our engagement did not include completion of the checklist on “Reporting to the Department of Motor Vehicles TSLED Program.”

We summarized the check registers for both Justices to make sure that all transactions were properly recorded, that banks were reconciled at the end of the year, and that reconciled cash agreed to fines and bail owed at the end of the year. Combined fines on 12/31/24 were \$7,641.00 and combined bail was \$1,807.00.

New York State reported Bergen collected \$129,904.00 with Justice Swapceinski collecting \$67,658.00 and Justice Pulcini collecting \$62,246.00. \$90,416.00 collected was for fines & forfeited bail, \$3,984.06 was for civil fees, and \$35,504.00. was for the mandatory surcharges. \$31,958.00 was paid to New York State, \$5,593.02 was paid to Genesee County, and \$92,353.04 was paid to the Town, net of payments to New York State. We agreed transfers to the Town and disbursements to New York State recorded in Town books to New York State reports.

# Appendix 10 – Annual Checklist for Review of Justice Court Records

**Name of Municipality:**

Town of Bergen

**Month Reviewed:**

1/1/2024

**Through**

12/31/2024

**Name of Justice:**

Justice Vincent Pulcini

**Review Performed By:**

Shelby Bennett

**Date**

1/23/2025

# Annual Checklist for Review of Justice Court Records

	Yes	No
<b><u>Cash Receipts Book</u></b>		
▶ Are pre-numbered receipt forms issued for all collections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are duplicate receipts kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are receipts recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded receipt:</i> # <u>P00491</u> Date <u>12/27/24</u> Amount <u>\$25.00</u>		
▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are duplicate deposit slips kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded deposit:</i> Date <u>12/27/24</u> Amount <u>\$600.00</u>		
▶ Is the receipt book totaled and summarized at the end of each month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Month Totaled and Summarized</i> <u>December</u>		
<b><u>Cash Disbursements Book</u></b>		
▶ Are pre-numbered checks used for all disbursements other than petty cash?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are all checks signed by the Justice?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are canceled checks (or check images) returned with bank statements and kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are checks recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded check:</i> # <u>12/12/24</u> Date <u>12/12/24</u> Amount <u>\$2,000.00</u>		
<b><u>Bank Reconciliations</u></b>		
▶ Are bank accounts reconciled promptly after bank statements are received?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Bank Reconciliation for Each Bank Account:</i> Date Performed <u>1/2/2025</u> Month Ending <u>12/31/2024</u>		
<b><u>Additional Supporting Records</u></b>		
▶ Is a list of bail maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Is a record of uncollected installment payments maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Annual Checklist for Review of Justice Court Records

Yes No

## Dockets and Case Files

- ▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims? ☒ ☐
- ▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address. ☒ ☐
- ▶ Do dockets for disposed cases appear to be complete? ☒ ☐
- ▶ Do dockets for disposed cases agree with amounts reported? ☒ ☐

## Cash Book Reconciliation

- ▶ Is the cash book reconciled to the adjusted bank balances at the end of each month? ☒ ☐
- ▶ Does the cash book total agree with the bank reconciliation and supporting information? ☒ ☐

*Last Cash Reconciliation:*

*Date Performed* 1/2/2025 *Month Ending* 12/31/2024

## Reports to the Division of Criminal Justice Services

- ▶ Are reports made timely to the Division of Criminal Justice Services? ☒ ☐
- ▶ Has the court received any notices regarding late reporting? ☐ ☒

If yes, why were the reports late and what corrective actions were taken? \_\_\_\_\_

## Reports to the Justice Court Fund

- ▶ Are reports made timely to the Justice Court Fund? ☒ ☐
- ▶ Do reported amounts agree with docket dispositions and case files? ☒ ☐
- ▶ Do reported amounts agree with cash receipt and disbursement books? ☒ ☐

Last report submitted: Month Ending 12/31/24 Date 1/2/2025 Amount \$4,490.00

- ▶ Has the court received any notices regarding late reporting? ☐ ☒

If yes, why were the reports late and what corrective actions were taken? \_\_\_\_\_



# Annual Checklist for Review of Justice Court Records

Yes No

## Reporting to the Department of Motor Vehicles - TSLED Program

- Has the court received any notices regarding pending cases? ☐ Yes ☐ No  
If yes, why were the cases pending and what corrective actions were taken, if any \_\_\_\_\_

Note: Cases over 60 days are eligible to be Scofflawed. TSLED sends a monthly listing of pending cases to the Court. The court should respond either manually or electronically to TSLED with the outcome of these pending cases.

- Are reports from TSLED to the court maintained and utilized? ☐ Yes ☐ No  
*Last TSLED Report Available: Date* \_\_\_\_\_

**Note:** Courts can access reports on-line from TSLED at any time.

- How many cases are shown as pending in the last TSLED report? \_\_\_\_\_ ☐ Yes ☐ No
- Does the cash book total agree with the bank reconciliation and supporting information? ☐ Yes ☐ No
- Is the number of pending cases reasonable? ☐ Yes ☐ No
  - How many cases are shown as pending for more than 90 days? \_\_\_\_\_
  - What actions have been taken to dispose of these cases? \_\_\_\_\_

## Overall Evaluation

Accounting records are complete and accurate

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# Appendix 10 – Annual Checklist for Review of Justice Court Records

**Name of Municipality:**

Town of Bergen

**Month Reviewed:**

1/1/2024

**Through**

12/31/2024

**Name of Justice:**

Justice Robert Swapceinski

**Review Performed By:**

Shelby Bennett

**Date**

1/23/2025

# Annual Checklist for Review of Justice Court Records

	Yes	No
<b><u>Cash Receipts Book</u></b>		
▶ Are pre-numbered receipt forms issued for all collections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are duplicate receipts kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are receipts recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded receipt:</i>		
# <u>S0007732</u> Date <u>12/27/24</u> Amount <u>\$100.00</u>		
▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are duplicate deposit slips kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded deposit:</i>		
Date <u>12/27/24</u> Amount <u>\$65.00</u>		
▶ Is the receipt book totaled and summarized at the end of each month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Month Totaled and Summarized <u>December</u></i>		
<b><u>Cash Disbursements Book</u></b>		
▶ Are pre-numbered checks used for all disbursements other than petty cash?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are all checks signed by the Justice?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are canceled checks (or check images) returned with bank statements and kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are checks recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded check:</i>		
# <u>772</u> Date <u>12/27/24</u> Amount <u>\$2.00</u>		
<b><u>Bank Reconciliations</u></b>		
▶ Are bank accounts reconciled promptly after bank statements are received?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Bank Reconciliation for Each Bank Account:</i>		
Date Performed <u>1/2/2025</u> Month Ending <u>12/31/2024</u>		
<b><u>Additional Supporting Records</u></b>		
▶ Is a list of bail maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Is a record of uncollected installment payments maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Annual Checklist for Review of Justice Court Records

Yes No

## Dockets and Case Files

- ▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims? ☒ ☐
- ▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address. ☒ ☐
- ▶ Do dockets for disposed cases appear to be complete? ☒ ☐
- ▶ Do dockets for disposed cases agree with amounts reported? ☒ ☐

## Cash Book Reconciliation

- ▶ Is the cash book reconciled to the adjusted bank balances at the end of each month? ☒ ☐
- ▶ Does the cash book total agree with the bank reconciliation and supporting information? ☒ ☐

*Last Cash Reconciliation:*

Date Performed 1/2024 Month Ending 12/31/2023

## Reports to the Division of Criminal Justice Services

- ▶ Are reports made timely to the Division of Criminal Justice Services? ☒ ☐
- ▶ Has the court received any notices regarding late reporting? ☐ ☒

If yes, why were the reports late and what corrective actions were taken? \_\_\_\_\_

## Reports to the Justice Court Fund

- ▶ Are reports made timely to the Justice Court Fund? ☒ ☐
- ▶ Do reported amounts agree with docket dispositions and case files? ☒ ☐
- ▶ Do reported amounts agree with cash receipt and disbursement books? ☒ ☐

Last report submitted: Month Ending 12/31/24 Date 1/8/2025 Amount \$1,344.00

- ▶ Has the court received any notices regarding late reporting? ☐ ☒

If yes, why were the reports late and what corrective actions were taken? \_\_\_\_\_

# Annual Checklist for Review of Justice Court Records

Yes No

## Reporting to the Department of Motor Vehicles - TSLED Program

- Has the court received any notices regarding pending cases? ☐ ☐
- If yes, why were the cases pending and what corrective actions were taken, if any \_\_\_\_\_
- \_\_\_\_\_

Note: Cases over 60 days are eligible to be Scofflawed. TSLED sends a monthly listing of pending cases to the Court. The court should respond either manually or electronically to TSLED with the outcome of these pending cases.

- Are reports from TSLED to the court maintained and utilized? ☐ ☐
- Last TSLED Report Available: Date* \_\_\_\_\_

**Note:** Courts can access reports on-line from TSLED at any time.

- How many cases are shown as pending in the last TSLED report? \_\_\_\_\_ ☐ ☐
- Does the cash book total agree with the bank reconciliation and supporting information? ☐ ☐
- Is the number of pending cases reasonable? ☐ ☐
  - How many cases are shown as pending for more than 90 days? \_\_\_\_\_
  - What actions have been taken to dispose of these cases? ☐ ☐

## Overall Evaluation

Accounting records are complete and accurate.

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RESOLUTION NO. \_\_\_\_

WHEREAS, The Town Board of the Town of Bergen engaged the services of Local Government Support Services to perform the checklist review of the 2024 records of the Town Justices; and

WHEREAS, the review was completed on January 23, 2025 and the Town Board of the Town of Bergen has had the opportunity to review the checklist and findings.

NOW THEREFORE BE RESOLVED:

Sec. 1. That the Town Board of the Town of Bergen hereby accepts the 2024 Justice Court checklist review dated January 23, 2025 by Local Government Support Services.

Sec. 2. That the Records have been duly examined and that the fines therein collected have been turned over to the proper officials of the Town of Bergen as required by law.

Sec. 3. That the report will be filed with the NYS Office of Court Administration

MOTION for adoption of this resolution by:

Seconded by

VOTE BY ROLL CALL AND RECORD

Councilperson Ely  
Councilperson Grant  
Councilperson Starowitz  
Councilperson Swanson  
Supervisor Haywood

Submitted February 11, 2025

**Gillam-Grant: 51 Years of Community Service!**

Mission Statement: The Gillam-Grant Community Center is dedicated to enriching the lives of our community members by providing a vibrant and inclusive space for recreation, education, art, culture, and service. We are committed to fostering creativity, lifelong learning, and healthy living through diverse programs and activities. By offering opportunities for artistic expression, physical well-being, personal development, and meaningful community service, we aim to inspire collaboration, build connections, and empower individuals to contribute positively to our community.

We would like to extend our sincere appreciation to the Town of Bergen for its ongoing support of the programs and services that benefit our community members.

**Senior Programming: Enhancing Quality of Life**

Senior programming remains a vital resource in our rural community. The Center offers a variety of programs and services that foster socialization, reducing isolation among seniors. Our social meals are well attended, and the shuttle van transportation ensures that seniors have the opportunity to stay active and engaged within the community. Attached is a summary of our 2024 offerings, and we anticipate similar programming in 2025.

**Youth Recreation & Services: Strong Engagement and Growth**

Our Youth Recreation and Services programs continue to experience peak attendance. From youth sports to out-of-school activities, participation remains strong. We have attached an overview of our 2024 programs and anticipate similar offerings in 2025. Additionally, we are excited to offer our traditional summer day camp program in 2025.

**Funding Request for 2025**

Town funding plays a crucial role in planning and implementing programming, offsetting participation fees, and supporting the overhead costs of our Senior and Youth Programs. We deeply appreciate the Town of Bergen’s continued partnership and support in enriching the lives of our community members.

Senior Program	
AARP Safe Driving Class	April & October
Book Club in Conjunction with the Bergen Public Library	Once a month: January to June
Bread Time Stories "with a twist"	January
Day Trip-Cartwright's Maple Tree Inn	March
Day Trip-Christmas Store in Lyons, NY	November
Day Trip-Cruise on the Erie Canal and Lockport Locks	August

Day Trip-Del Lago	February, April, June, September
Day Trip-Merry Go Round Theater <u>Jersey Boys</u>	June
Day Trip-Merry Go Round Theater <u>Newsies</u>	July
Day Trip-Southern Tier Portville & Cuba, NY	October
Day Trip-Spend a Day at Braddock Bay	September
Fitness-Chair Yoga	Weekly-September-December
Fitness-Tai Chi Quan	Weekly-January-June, September-December
Genesee County Office for the Aging Medicare Walk-In Counseling	November
Holiday Coffee and Craft Time	December
Learn to Play the Ukulele	Weekly-January-June, September-December
Lunch Club	January Destination-Town and Country Family Restaurant Chili
Lunch Club	February Destination-Peppermints, Avon, NY
Lunch Club	March Destination-Flaherty's Three Flags Inn Webster
Lunch Club	April Destination-Jines, Rochester
Lunch Club	May Destination-Ferrari's Pizza
Lunch Club	June Destination-Black North Inn
Lunch Club	August Destination-Pelican's Nest, Rochester
Lunch Club	September Destination: Charcoal Corral, Perry
Lunch Club	October Destination-The Old Stone Tavern, Rochester
Lunch Club	November Destination-Rohrbach's Chili
Lunch Club	December Destination-Pane Vino on the Avenue, Pittsford
Macrame Gnome Class and Lunch	February
Motor Coach Tours	May-Nashville Show Trip
Motor Coach Tours	September- Cape Cod and Martha's Vineyard
Patio Gardening	May
Red, White and Blue Craft Time for Seniors	June
Smple Macarames Angels	November
Social Meal	February: Chicken Alfredo or Chicken Parm; Entertainment-Michael Stuart-Big Band Music
Social Meal	March: Corned Beef and Cabbage; Entertainment-No Blarney!
Social Meal	May: Chicken and Biscuits; Entertainment-Bob Lancia and Friends



Social Meal	June Picnic: Pork and Picnic Salads; Entertainment-Bingo and Lawn Games
Social Meal	September: Chicken Marsala; Entertainment-Debbie Sorenson
Social Meal	October: Beef Stew Entertainment-Warsaw Barbershop Chorus
Social Meal	November: Turkey Dinner; Entertainment-Acoustic Duo Shane and Korinne
Spring Pour Painting for Seniors	April
Doormat Painting	x3
YOUTH PROGRAMS / RECREATION	
YOUTH BASKETBALL	
RECREATION SOCCER	
TRAVEL SOCCER	
YOUTH BASEBALL	
YOUTH SOFTBALL	
MARTIAL ARTS	
PAIN WITH LORIE X5	
FIRST LEGO LEAGUE (STEM)	
LASER WOOD CRAFTING	
ART WITH ANGELINA X4	
POUR PAINTING X4	
JR. LEGO BUILDING CLUB	
SR. LEGO BUILDING CLUB	
CANDY MAKING	
NAILED IT! CAKE CHALLENGE X3	
CERAMIC PAINTING	
STORY TIME (WEEKLY)	
KID'S NIGHT OUT X4	
CREATIVE PAINTING	
KID ZONE BEFORE & AFTER SCHOOL PROGRAM	
TUTORING PROGRAM	
SUMMER DAYCAMP	
PRE-SCHOOL DAYCAMP	
CARDBOARD CHALLENGE (STEM)	



**SUPERVISOR**  
ERNEST HAYWOOD

**TOWN CLERK/TAX COLLECTOR**  
TERESA ROBINSON

**COUNCILPERSONS**  
BELINDA GRANT, DEPUTY SUPERVISOR  
JAMES STAROWITZ  
MARK SWANSON  
KAREN E. ELY

**JUSTICES**  
ROBERT SWAPCEINSKI  
VINCENT PULCINI

**SUPERINTENDENT OF HIGHWAYS**  
JOEL POCOCK

**ZONING & CODE ENFORCEMENT OFFICER**  
GERALD WOOD

**ASSESSOR**  
RHONDA SAULSBURY

## MEMORANDUM

**TO:** TOWN BOARD MEMBERS  
**FROM:** ERNEST HAYWOOD, SUPERVISOR  
**XC:** TERSA ROBINSON, TOWN CLERK  
**RE:** ANNUAL FISCAL REPORT TO THE BOARD FOR 2024  
**DATE:** 1/9/2025

I have completed the 2024 annual fiscal report for the board and am writing to share the following information. Please be advised, that while you receive monthly a report showing all moneys received and disbursed through the Supervisor's office, if you have any questions or would like to see any records, please let me know.

### I. Annual Review of the Supervisor's /Chief Fiscal Officer's Records- Outcomes

#### Cash Receipts


- ☒ 1. The cash receipts journal is kept up-to date.  
Comments: Yes, entries are made once a week
- ☒ 2. The cash receipts journal identifies the date received, payer, purpose, and amount.  
Comments: Yes, it does
- ☒ 3. Undeposited cash receipts are kept in the Village of Bergen safe.  
Comments: They are kept in a safe in the Village office as the Village serves as the bookkeeper for The Town.
- ☒ 4. Electronic deposits receipts are printed.  
Comments: Electronic Deposits are printed and kept
- ☒ 5. Deposit amounts on the bank statement agree with the cash receipts journal.  
Comments: Yes, checked monthly
- ☒ 6. Deposits are timely and recorded in a timely manner.

*This institution is an equal opportunity provider, and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any UD SA office, or call (866)-632-9922 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture,, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 2050-9410 or by fax (202)690-7742 or e-mail [program.intake@usda.gov](mailto:program.intake@usda.gov).*

## II. Additional Documents

- A) **Cash Receipts (attached)**- Jan.-Dec. 2024 monthly Executive Summaries showing Revenues received by month.
- B) **Cash Summary Report (attached)** - For December 2024 -indicating funds in all town accounts and balances
- C) **Statement of Activities For all Funds (attached)**- As of 12/31/2024 indicating all revenue and expenditures per the budget.
  
- D) **Disbursements**- Each month board members review all disbursements when they audit the bills and sign off. The sign offs are available in the Clerks Office for the entire 2024 year.

Respectfully Submitted



Ernest Haywood,  
Supervisor  
Town of Begen

*This institution is an equal opportunity provider, and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any UDSA office, or call (866)-632-9922 to request the form. You may also write a letter containing all of the information requested in the form . Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture,, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 2050-9410 or by fax (202)690-7742 or e-mail [program.intake@usda.gov](mailto:program.intake@usda.gov).*

# TOWN OF BERGEN

\* ESTABLISHED APRIL 2, 1813 \*

P.O. Box 249  
10 HUNTER STREET  
BERGEN, NY 14416

PHONE: (585) 494-1121 \* FAX: (585) 494-1372 \* NYS TDD 1-800-662-1220

**SUPERVISOR**  
ERNEST HAYWOOD

**COUNCILPERSONS**  
BELINDA GRANT, DEPUTY SUPERVISOR  
JAMES STAROWITZ  
MARK SWANSON  
KAREN E. ELY

**SUPERINTENDENT OF HIGHWAYS**  
JOEL POCOCK

**TOWN CLERK/TAX COLLECTOR**  
TERESA ROBINSON

**JUSTICES**  
ROBERT SWAPCEINSKI  
VINCENT PULCINI

**ZONING & CODE ENFORCEMENT OFFICER**  
GERALD WOOD

**ASSESSOR**  
RHONDA SAULSBURY



January 23, 2025

To: Bergen Town Board

Fr: Leisa Strabel

RE: Annual checklist of Town Clerk Records

I have completed the Annual Checklist for Review of the Town Clerk Records (see attached). I determined that the procedures followed by the Town Clerk are consistent with general recordkeeping requirements for Town Clerks in Appendix F of the Fiscal Oversight Responsibilities of the Governing Board issued by the Office of the State Comptroller.

The clerk's deposits and disbursements appeared to be timely. As noted on the checklist, the NYS DEC has debited the incorrect amount for hunting/fishing licenses starting in September and while they worked to resolve their software issues, the Town Clerk documented their errors thoroughly.

I reviewed the check registers for both the town clerk account and the tax collector account to make sure that all transactions were properly recorded, that accounts were reconciled at the end of the year, and that the amounts reported as remitted to the Supervisor, were received by the Supervisor.

Sincerely,  
Leisa A. Strabel  
Assistant to the Supervisor

*This institution is an equal opportunity provider, and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any UDSA office, or call (866)-632-9922 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 2050-9410 or by fax (202)690-7742 or e-mail [program.intake@usda.gov](mailto:program.intake@usda.gov).*



# Appendix D:

## General Recordkeeping Requirements for Town Clerks

### Checklist for Review of Town Clerk's Records

<u>Cash Receipts</u>	<u>YES</u>	<u>NO</u>
Is the cash receipts journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal maintained in a manner that identifies the date received, payer, purpose, and the amount either individually or totals referenced to subsidiary receipt records (e.g., water rents receipts register)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are un-deposited cash receipts safeguarded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are duplicate deposit slips kept?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do deposit amounts agree with cash receipt amounts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are deposits made timely (no later than the third business day after \$250 has been collected) and recorded up-to-date?  Last Recorded Deposit: Date <u>12/30</u> Amount <u>\$191.00</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal totaled and summarized monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Cash Disbursements</u>	<u>YES</u>	<u>NO</u>
Is the cash disbursements journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash disbursements journal maintained in a manner to identify amounts disbursed either individually or totals referenced to abstracts or payrolls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are pre-numbered checks used for all disbursements made by check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all checks signed by the town clerk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are canceled checks or <u>check images</u> returned with bank statements and maintained on file?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all unused checks properly controlled (blank check stock)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are checks recorded up-to-date? Tax Receiver #1575 5/3/24 \$ 911.23 For December 2024 report Last Recorded Check: # <u>109</u> Date <u>11/3/25</u> Amount <u>1538.04</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



# Appendix D:

## General Recordkeeping Requirements for Town Clerks

<u>Cash Reconciliations</u>	<u>YES</u>	<u>NO</u>																					
Are bank accounts reconciled? By Whom? <u>Town Clerk</u> How Often? <u>Monthly</u> Who Reviews/Verifies Them? <u>Supervisor's Secretary</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																					
Is the bank reconciliation performed timely after the bank statement is received?	<input checked="" type="checkbox"/>	<input type="checkbox"/>																					
<table border="1"> <thead> <tr> <th colspan="3"><u>Last Bank Reconciliation for Each Bank Account</u></th> </tr> <tr> <th><u>Bank Account</u></th> <th><u>Date Performed</u></th> <th><u>Month Ending</u></th> </tr> </thead> <tbody> <tr> <td>5173</td> <td>11/13/25</td> <td>12/31</td> </tr> <tr> <td>0638</td> <td>11/6/24</td> <td>10/31</td> </tr> <tr> <td>9549 tax receipts</td> <td>8/7/24</td> <td>7/31</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	<u>Last Bank Reconciliation for Each Bank Account</u>			<u>Bank Account</u>	<u>Date Performed</u>	<u>Month Ending</u>	5173	11/13/25	12/31	0638	11/6/24	10/31	9549 tax receipts	8/7/24	7/31								
<u>Last Bank Reconciliation for Each Bank Account</u>																							
<u>Bank Account</u>	<u>Date Performed</u>	<u>Month Ending</u>																					
5173	11/13/25	12/31																					
0638	11/6/24	10/31																					
9549 tax receipts	8/7/24	7/31																					
Are reconciliations documented and available for review?	<input checked="" type="checkbox"/>	<input type="checkbox"/>																					
Does the reconciled bank balance agree with the cash balance recorded in the accounting records? <u>DEC issues documented</u> <u>\$3.39 tax overpayment documented</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																					

<u>Deposit Protection</u>	<u>YES</u>	<u>NO</u>
Has the bank pledged adequate, eligible securities to protect town clerk deposits that exceed FDIC insurance, if applicable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Accountability</u>	<u>YES</u>	<u>NO</u>
Is accountability (what the town clerk owes) determined at the end of each month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the accountability amount agree with the bank reconciliation and supporting records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are unissued licenses and permits (e.g., dog licenses) safeguarded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are revenues from town clerk fees comparable with those of previous years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Financial Reporting</u>	<u>YES</u>	<u>NO</u>
Are monthly reports and payments made timely to the supervisor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are monthly reports and payments made timely to other agencies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do reported amounts on monthly reports agree with cash receipts and disbursements books?	<input checked="" type="checkbox"/>	<input type="checkbox"/>



## Appendix D:

### General Recordkeeping Requirements for Town Clerks

<b>Receivables</b> (if applicable, such as water rents)	<b>YES</b>	<b>NO</b>
Are receivable control accounts maintained? <i>N/A</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is there indication that the receivable control accounts are reconciled to the detail subsidiary records? <i>N/A</i>	<input type="checkbox"/>	<input type="checkbox"/>

#### **Comments and Conclusions**

*All records are well-organized and transactions well-documented.  
Errors that have been made by the NYS DEC in the funds swept  
for hunting licenses have been thoroughly documented.*

*Rebecca C. Stetson  
1/23/2025*

# COLLECTION POLICY OF THE TOWN OF BERGEN HISTORIAN

This Collection Policy of the Bergen Historian was approved by the Bergen Town on February 11<sup>th</sup>, 2025.

This Collection Policy provides clear standards to guide the Bergen Town Historian (BTH) in making decisions regarding the collection. This policy complies with the Rules of the New York State Board of Regents Section 3.27 Chartering and Registration of Museums and Historical Societies with collections.

A copy of the Collections Policy will be filed with the Commissioner of Education of the New York State Board of Regents c/o the Museum Chartering Office, New York Education Department, 3097 Cultural Education Center, Albany, New York 12230.

## I. STATEMENT OF PURPOSE OF COLLECTIONS

The Bergen Town Historian is the Chief Historical Agent/Director/Curator and is dedicated to the collection and preservation of artifacts and archival material pertinent to the Town and Village of Bergen.

## II. SCOPE AND RATIONALE OF COLLECTIONS

1. Material pertinent to Bergen: The patterns of cultural, economic, social, political, and technical development of the area of Western New York in and around the Town and Village of Bergen as expressed in the collections of the BTH reflecting the significance and the influence of Bergen's population, its institutions, and its industry.
2. Material not directly associated with the area's history may be acquired and preserved if it is important for research, exhibition, education programs, comparative purposes, or the improvement of historical interpretation.

## III. COLLECTION LEVELS

There are three collection levels:

1. Permanent Collection: Artifacts and archival materials that meet the criteria of the



Collections Policy shall be accepted into the permanent collection according to the collection area priorities. They then shall be properly documented and cared for within the parameters of the current professional practices.

2. Comparative Collection: Artifacts and archival materials that are not directly related to Bergen or the Bergen Museum but are considered useful to the museum's research and interpretive programs shall become part of the comparative collection. While not part of or subject to the Collection Policy, the comparative collection will be fully documented and properly cared for and managed in the same manner as the permanent collection.
3. Use Items: Items donated or purchased by the museum exclusively deemed "use items" shall not be subject to the Collections Policy, documentation procedures, the Collections Committee, or the Bergen Board of Trustees.

#### IV. ACQUISITIONS

*An acquisition is defined as taking physical and legal Custody of materials and objects.*

*Acquisition may be by donation, purchase, transfer, exchange, bequest, or abandonment.*

1. The criterion for acquisition includes, but is not limited to:
  - The object is consistent with the scope and rationale of collections.  
BTH is able to preserve and provide suitable storage.
  - The object complies with the 1970 UNESCO/ICOM convention and all U.S. and International laws governing acquisitions.
  - BTH will not accept objects under exploitive, irresponsible, or illegal circumstances.
2. All acquisitions are accepted by the Bergen Town Historian and are subject to review by the Bergen Town Board.
3. Acquisitions are accepted without restriction as to the use or future disposition.
4. Donations are accepted only with a deed of gift signed by the donor that confirms that the donor has clear title to the object. (see forms)
5. Each year, the operating budget can include funds for the acquisition of objects. The
6. funds may be requested by the BTH and subsequent approval by the Bergen Town Board.

7. The BTH does not provide appraisals of donated objects. It is the responsibility of the donor to provide such an evaluation if necessary. If a professional appraisal is available, BTH will request a copy for the files. Donation may be tax deductible. Donors are encouraged to consult their own accountants, tax lawyers, or the Internal Revenue Service to determine the full extent of the possible deduction.
8. The BTH may purchase objects for the collection. All purchases require approval by the Bergen Town Board.
9. Objects under consideration for acquisition by the BTH while being studied on site shall be treated as loans. All policies, procedures and insurance provisions concerning incoming loans shall apply.

## V. ACCESSIONING

*Accessioning is the process of recording objects into the collection.*

1. All objects shall be accessioned under procedures outlined in the Collections Procedural Manual.
2. All objects shall be assigned a unique accession number. This number will be placed on the object in the appropriate manner according to the Collections Procedural Manual.
3. Upon acquisition of an object, proper documentation shall be promptly executed under the direction of the BTH.
4. Accession forms that set forth adequate descriptions of the acquisitions will be kept on file by BTH. These forms include precise conditions of transfer and shall accompany all acquisitions.

## VI. ABANDONED PROPERTY

1. The BTH shall abide by the New York State law, as defined by the NYS Board of Regents. (see also terms of objects placed in custody of BTH)

## VII. DEACCESSIONING

*Deaccessioning is the process of removing accessioned objects permanently from the collection.*

1. Criteria for deaccessioning:

The object does not meet the scope and rationale of collections  
The object lacks physical integrity.  
The object cannot be preserved or cared for  
the object has been lost or stolen.  
The object has deteriorated or been damaged beyond usefulness  
BTH has a duplicate of the object.  
The object is better suited in another public museum due to lack of ethnicity.

2. Objects in the collection are deaccessioned only with the written recommendation of the BTH and approval of the Bergen Town Board keeping in mind, that at least one of the criteria of the New York State Board of Regents Deaccessioning guidelines are compliant.
3. Before deaccessioning objects from the collections, reasonable efforts shall be made to determine if the BTH is legally free to do so. If there is any question as to the restrictions on an object, BTH shall seek legal counsel with the approval of the Supervisor and or Bergen Town Board.
4. If an object is in total disrepair or in a state of deterioration, the object may be destroyed with the recommendation of the BTH, and the approval of the Bergen Town Board as well as a full written description to be kept on file.
5. If the deaccessioned object was purchased, it may be disposed of in any manner the BTH recommends to the Bergen Town Board. It may be sold, traded, offered at public auction, donated, or discarded, upon approval of the Bergen Town Board.
6. If the object to be deaccessioned is determined to be abandoned, BTH will follow the New York State law, as defined by the NYS Board of Regents.
7. Because donated objects have been placed with BTH on behalf of the public trust, it is necessary to dispose of donated objects in a specific manner. Consideration will first be given to placing the object through gift, exchange, or sale to another tax-exempt educational institution (museum). If this is not possible, the object will be sold in an advertised public sale or auction, in a manner and form proscribed by the Bergen Town Board.

8. Adequate records of the condition and circumstance is under which objects are deaccessioned and disposed of shall be made and retained as part of the collection records. (see records)
9. Deaccessioned objects are never sold or gifted in any way to BTH, local government employees, local organizations, or members of the Bergen Town Board.
10. Income derived from the sale of deaccessioned objects must be used to maintain a fund that can be used to enhance, maintain and preserve the collections.
11. If required, BTH shall submit to the New York State Attorney General's Office a copy of the deaccessioning policy and accounts of deaccessioned items and disposal activities.

#### VIII. LOANS

The BTH may loan objects from its collection or seek to borrow objects from the collection of other historical institutions or organizations for exhibition or study. Primary considerations for the approval of any loan include the care and security to be provided by the borrowing institution or organization, and the condition, value and rarity of the requested object.

Objects under consideration for acquisition while being studied on site shall be treated as loans. All policies, procedures and insurance provisions concerning incoming/outgoing loans shall apply.

#### OUTGOING LOANS

1. The BTH shall loan collection objects only to other historical institutions or organizations for educational or aesthetic purposes only. No loan will be made for commercial display or social function. Requests must be in writing.
2. Loan of an object valued at \$500 or more shall be approved by the Bergen Town Board.
3. The BTH Loan Agreement Serves as both an agreement and a receipt. By signature, the borrower agrees to meet the terms and conditions set by BTH. (see forms)
4. Loan agreements will be kept on file. (See forms)
5. If necessary, the borrower must provide an insurance certificate for the period of the loan at the established valuation.
6. No loaned object may be altered, embellished, modified, or dismantled in any way. No pins, nails, sleeves, tape or other supports may be used that leave any marks or evidence on the object. No acts of "preservation" of any kind are to be conducted by the borrower. The

borrower will notify the lender immediately of any deterioration or damage has occurred of an object on loan.

7. Outgoing loans are made for periods of up to 30 days. If a loan extension is granted, the extension must be filed with the loan records. Long term loans must be renewed each year and are only to be considered under extenuating circumstances (part of a larger exhibit, natural disaster to lender facilities, or restoration being conducted).
8. Loaned collection objects shall be packed and shipped carefully to protect the objects while in transit. The borrower will be required to pay for all packing and shipping if applicable.
9. The BTH shall receive public acknowledgment of loaned collection objects for whatever purpose they are used. (Exhibition, publication, lecture, demonstration, etc.) The BTH must approve of any/all manner in which the object(s) are to be presented.
10. Any object sent out for conservation or restoration shall be considered a loan and all loan procedures will be followed.

#### INCOMING LOANS

1. The BTH may borrow objects from the collections of other institutions or individuals for exhibition, study or research only.
2. In general, no long-term loans (loans of more than one year) will be arranged. Long-term care and storage will not be provided for objects that do not belong to BTH.
3. The BTH shall provide all necessary paperwork for incoming loans. (see forms)
4. Objects on loan to BTH shall be insured to their full extent as stated by the lender. A certificate of insurance will be provided upon request.
5. Objects on loan to BTH shall receive the same care and attention as items in its own collection. No conservation of objects loaned to BTH will be undertaken. The BTH will notify the lender immediately of any deterioration, damage or conservation needed of an object on loan.
6. BTH will not exhibit borrowed objects of questionable provenance, nor will BTH exhibit borrowed objects for the purpose of increasing their value.

#### OBJECTS PLACED IN CUSTODY OF THE BERGEN TOWN HISTORIAN

*Objects placed in the Custody of the BTH are items that are not owned by the BTH but are left temporarily for other than loan purposes, such as attribution identification or examination for possible gift or purchase.*

1. Objects left in the custody of the BTH for study will be assigned a temporary number and listed in a file.
2. Objects brought in for identification are not to be left for longer than three months. BTH accepts no responsibility for the notification of individuals to retrieve such objects. Once declared abandoned such objects may be accessioned or disposed of. (If no paperwork stating any agreement terms is on file and no attempt is made by the owner to retrieve the object, then the object is considered "abandoned" after 90 days.)
3. BTH waives all responsibility for loss or damage of such objects while in the custody of BTH.

#### IV. CARE OF COLLECTIONS

1. The BTH is responsible for maintaining and overseeing the proper use, handling, storage, and exhibition of objects in the collection.
2. Professional consultants and conservators shall be consulted when major conservation work is needed.
3. Protective security systems will be maintained by BTH for fire and theft. The BTH will conduct annual security training for museum docents and guides.
4. Conservation treatment will be documented and preserved as part of the objects record.
5. BTH will request, if needed, funds in every annual budget for the sole purpose of collections care (see annual budget).
6. BTH will maintain a disaster plan which will be reviewed annually and changed as needed.

#### X. RECORDS/DOCUMENTATION

1. The BTH will initiate, maintain and oversee all records pertaining to the collections and those objects on loan.
2. The records include:
  - Accession record (Deed of gift)
  - Negotiations regarding bequest
  - Exchange or transfer agreements
  - Purchase receipts.
  - Deaccession records
  - Loan agreements.
  - Insurance records for loans

3. Objects will be marked with a unique accession number that links the object to the records.

XI. ACCESS TO COLLECTIONS AND COLLECTION RECORDS

1. Objects not on exhibit may be made available for scholarly research upon request, if the BTH determines that the physical stability and security of these materials will not be compromised.
2. When granting access to objects or information, the BTH must consider the cultural sensitivities of the object's creator and of the era in which it was create

XII. REPRODUCTION AND COPYRIGHT

1. The BTH may authorize photographs and other reproductions of collection artifacts and archival material subject to certain restrictions.
2. The reproduction or adaptation of any collection object must not, in any way endanger that object.
3. No collection object may be reproduced or adapted without the approval of the BTH.
4. The Bergen Town Board, with recommendations from the BTH, shall consider appropriate fees and acknowledgments for reproduction and reproduction and reproduction rights.
5. The BTH material used in copyrighted material is not restricted for use.

XII. PUBLIC DISCLOSURE

1. A written statement of the policy and procedures adopted and followed by the BTH with respect to the acquisitions and disposition of collection materials in available to donors or other responsible persons on request.
2. In reply to responsible inquiry, BTH will make available the descriptions and identity of objects acquired or deaccessioned. Information considered confidential, such as donor identity, gift/deed paperwork, insurance certificate, and appraised value, will be made available only with the consent of the donor and at no time is to be duplicated and/or distributed for any reason.

RESOLUTION NO.

Adopt Collections Policy

NOW, THEREFORE BE IT RESOLVED:

1. That upon the recommendation of the Bergen Town Historian, that the Bergen Town Board hereby adopts the attached Collections Policy, as amended.
2. That this resolution takes effect immediately.

MOTION for adoption of this resolution

Seconded by

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely  
Deputy Supervisor Grant  
Councilperson Starowitz  
Councilman Swanson  
Supervisor Haywood

Submitted – February 11, 2025



# **BERGEN HISTORIAN ANNUAL REPORT – 2024**

## **MUSEUM AND FACILITY REPAIRS / PROGRESS:**

The Harford Museum upper level is in the continuing stages of upgrading to properly accommodate the “rustic” or agricultural part of the collection. All other artifacts deemed “sensitive materials” continue to be properly stored in the climate controlled office building for preservation. Restoration/preservation of the office building continues.

## **EXHIBITS / EVENTS:**

### **Exhibits - 2024:**

The History of the “Bergen Freemasons” and “Bergen IOOF” were displayed starting in May 2024. A traveling exhibit called, “The North Bergen Maple Syrup Historical Project” continued through November of 2024 as well as a new exhibit, “Civil War Letters Home”. This is a collection of letters that were written by Bergen Civil War soldiers during their campaign from 1861-65. A special exhibit was also on display for the month of October called “History of the Bergen Swamp Wildcat”. This was exclusively for our annual Halloween Open House.

### **Events - 2024:**

In April, we continued with the historical themed arts display. The series of displays depicted “Old Tyme School Days” and was made possible by a grant that was applied for by the historian’s office, and awarded to the Bergen Historical Society in 2023. This year, we expanded our arts program to include the 2024 Solar Eclipse which included an open house, history of the 99% solar eclipse of 1925, and a “selfie” themed eclipse board for pictures.

Our Facebook page, “Harford Livery Museum” and affiliation with the Holland Land Office Museum served as a valuable aid in keeping the community and general public engaged this year. The Harford Museum/Bergen Historian’s Office also participated for the eighth time in the 23rd annual “Wonderland of Trees” holiday gala at the Holland Land Office Museum in Batavia. The Town Historian created a maple syrup themed gift basket as part of the continued HLOM “Gingerbread and Peppermint” theme at this year’s event. It earned a place in the top 20 out of 110 of most popular baskets in HLOM ticket sales. Through community outreach, we have maintained ongoing volunteers to help with event planning, holiday themed decorating, and public relations. Our Third Annual “Halloween Night at the Museum” Trick or Treat Open House was held on Halloween this year. A donation of candy, doughnuts, coffee, and hot cider made by the historian and volunteers was given out and was well received by the community and once again, we had a record number of visitors exceeding 200. A “Selfie Backdrop” for summer, fall and Christmas seasons was once again created for the community to stop by and take a holiday themed photo.

## **ONGOING PROJECTS - 2024-25:**

The Harford Livery Museum interior exhibits will continue to undergo its transformation adding more to the exhibits. More display cases have been donated by the Holland Land Office Museum and more artifact displays are slated to be included. The tri-sided information panels consisting

of various local historical topics will continue to be added. The process of the development of a large acquisition of glass plate negatives will continue. The Historian's office building located in the complex will also continue undergo interior improvements as well to accommodate the acquisition of the remaining collection from Stone Church and various artifact donations. Inventory of artifacts will continue. This process will be in accordance with the guidelines set forth by New York State.

#### **MUSEUM DONATIONS/ANNUAL BUDGET - 2024**

The Town Board appropriated its annual budget once again and is to be used on historical property, equipment, and supplies. The Holland Land Office Museum has once again made the donation of 2 display cases. 1 additional display case has been placed on loan by the historian for an upcoming 2025 exhibit.

#### **GOALS-2025**

1. Seek more assistance from local media to aid in further interest in the Harford Museum Complex. The Holland Land Office Museum, The Batavian, and The Daily News publishing have been very supportive.

Online and social media outlets such as Facebook, and Tripadvisor will continue to be utilized as well.

2. Continue to digitize inventory to better aid in preservation and input of data.

3. Continue to enlighten local schools and its teachers to the importance of local history and the materials available in the Bergen collections. The annual in-person 4th grade field trip by students to the Harford Museum will hopefully resume in 2025. In the meantime, we will once again to investigate interactive learning ideas and work with the 4<sup>th</sup> grade teachers.

4. Ongoing duties in the historical office are festival and event planning. Looking into more on-site programs as well as off-site fundraising events. Working in conjunction with the Bergen Historical Society on events is currently underway. Genealogist, Jodi Fisher has a great deal of experience in grant applications, and we will be exploring the additional various opportunities to secure funding for historic markers and archival supplies.

5. Continue to attend informative meetings/workshops provided by the Genesee County Historian's Agencies.

6. Continue exhibit transformation or additions on the Harford Livery & Museum Complex. Also, continue to look into the addition of a new support organization for the Harford Museum.

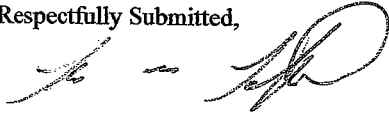
7. The Town Historian continues to have a strong relationship with HLOM, and continues to utilize this relationship to promote Bergen's historical attributes as well.

#### **ACHIEVEMENTS 2024:**

Our relationship with the GLOW Arts Council continues to strengthen, leading to awareness of grant funding eligibility that is created and awarded by the organization. The Historian office staff continues to volunteer in various Genesee County organizations to help out and also build conduits for the H.L.O. Museum. Most noteworthy is to mention our continued relationship with the BBCSD in offering educational services to both students and staff. The Town Historian has continued the ongoing role of "Tour Guide" for the yearly new hires of the BBCSD. The newly added annual "Halloween Night At The Museum" has tremendously expanded our department's community outreach program. Because of this, we are now hosting annual tours for the Bergen Homeschooler's Educational Program.

As Bergen Town Historian, I enjoy working with the Bergen community, the Genesee County Historians, and the Town Board of Bergen. All of their support and interest in preserving our local history is always greatly appreciated.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'T. M. Tiefel', with a large, stylized capital 'D' at the end.

Thomas M. Tiefel – Bergen Town Historian  
December 31, 2024



## Agriculture and Markets

January 22, 2025

Ernest Haywood  
Town Supervisor - Town of Bergen  
PO Box 249  
Bergen, NY 14416

Enclosed is the **Dog Control Officer Inspection Report** completed on **01/16/2025**. This inspection relates to Agriculture and Markets Laws and Regulations which may be viewed on the website below.

As the report indicates, DCO services were rated "Satisfactory". Please make note of any comments listed on the report.

Dog control officer services are subject to inspection by this agency on a regular basis.

Please notify this office within 30 days of any changes in DCO services.

If you have any questions regarding this inspection, please call me.

Ann Marie Brade  
Animal Health Inspector  
(585) 480-0600

## DOG CONTROL OFFICER INSPECTION REPORT - DL-89

Rating: **Satisfactory365**

Purpose: **Inspection**

DATE/TOA: **1/16/25 1:00 pm**

**GENESEE COUNTY ANIMAL SHELTER  
GENESEE COUNTY SHERIFF DCO  
3841 W MAIN ST ROAD  
BATAVIA NY 14020**

Inspector: **Ann Marie Brade**

Inspector #: **72**

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These are the findings of an inspection of your facility on the date(s) indicated above:

---

- |                                                                                |     |
|--------------------------------------------------------------------------------|-----|
| 1. Equipment is available for proper capture and holding                       | Yes |
| 2. Dogs are held and transported safely                                        | Yes |
| 3. Equipment maintained in clean and sanitary condition                        | Yes |
| 4. Veterinary care is provided when necessary                                  | Yes |
| 5. Dogs are euthanized humanely                                                | Yes |
| 6. Complete seizure and disposition records are maintained for all seized dogs | Yes |
| 7. Dogs transferred for purposes of adoption in compliance with Article 7      | Yes |
| 8. Redemption period is observed before adoption, euthanasia or transfer       | Yes |
| 9. Owners of identified dogs are properly notified                             | Yes |
| 10. Redeemed dogs are licensed before release                                  | Yes |
| 11. Proper impoundment fees paid before dogs are released                      | Yes |

---

Town - City - Village Information for Inspection:

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TCV CODE	TCV NAME
1801	Town of Alabama
1802	Town of Alexander
1803	Town of Batavia
1804	Town of Bergen
1805	Town of Bethany
1806	Town of Byron
1807	Town of Darien
1808	Town of Elba
1809	Town of Le Roy
1810	Town of Oakfield
1811	Town of Pavilion
1812	Town of Pembroke
1813	Town of Stafford

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Additional Information for Inspection:

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**Number of Dogs Seized:**

Number of dogs seized since previous inspection: 110

**Associated Municipal Shelter(s):**

Name of Shelter(s): Genesee County Animal Shelter

**Holding Facility:**

Dogs held before transport to shelter? (Yes/No): No

Location(s): N/A

**REMARKS:**

**Sarah Fountain, Dog Control Officer, also present for inspection.**

REPRESENTATIVE PRESENT FOR INSPECTION: **Catherine Seward**  
TITLE: **Dog Control Officer**

REVIEWED BY: **Sarah Mountain**  
REVIEWED DATE: **01/17/2025**



## Agriculture and Markets

January 22, 2025

Ernest Haywood  
Town Supervisor - Town of Bergen  
PO Box 249  
Bergen, NY 14416

Enclosed is the **Municipal Shelter Inspection Report** completed on **01/16/2025**. This inspection relates to Agriculture and Markets Laws and Regulations which may be viewed on the website below.

As the report indicates, dog shelter services were rated "Satisfactory". Please make note of any comments listed on the report.

Municipal dog shelters are subject to inspection by this agency on a regular basis.

Please notify this office within 30 days of any changes in municipal shelter services.

If you have any questions regarding this inspection, please call me.

Ann Marie Brade  
Animal Health Inspector  
(585) 480-0600

## MUNICIPAL SHELTER INSPECTION REPORT - DL-90

Rating: **Satisfactory365**

Purpose: **Inspection**

DATE/TOA: **1/16/25 1:00 pm**

**GENESEE COUNTY ANIMAL SHELTER  
GENESEE COUNTY SHERIFF DCO  
3841 W MAIN ST ROAD  
BATAVIA NY 14020**

Inspector: **Ann Marie Brade**

Inspector #: **72**

---

These are the findings of an inspection of your facility on the date(s) indicated above:

---

- |                                                                                |     |
|--------------------------------------------------------------------------------|-----|
| 1. Shelter is structurally sound                                               | Yes |
| 2. Housing area and equipment is sanitized regularly                           | Yes |
| 3. Repairs are done when necessary                                             | Yes |
| 4. Dogs are handled safely                                                     | Yes |
| 5. Adequate space is available for all dogs                                    | Yes |
| 6. Light is sufficient for observation                                         | Yes |
| 7. Ventilation is adequate                                                     | Yes |
| 8. Drainage is adequate                                                        | Yes |
| 9. Temperature extremes are avoided                                            | Yes |
| 10. Clean food and water is available and in ample amount                      | Yes |
| 11. Veterinary care is provided when necessary                                 | Yes |
| 12. Dogs are euthanized humanely, by authorized personnel                      | Yes |
| 13. Complete intake and disposition records are maintained for all seized dogs | Yes |
| 14. Dogs transferred for purposes of adoption in compliance with Article 7     | Yes |
| 15. Redemption period is observed before adoption, euthanasia or transfer      | Yes |
| 16. Owners of identified dogs are properly notified                            | Yes |
| 17. Redeemed dogs are licensed before release                                  | Yes |
| 18. Proper impoundment fees paid before dogs are released                      | Yes |
| 19. Written contract or lease with municipality                                | Yes |



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Town - City - Village Information for Inspection:

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TCV CODE	TCV NAME
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1801	Town of Alabama
1802	Town of Alexander
1803	Town of Batavia
1804	Town of Bergen
1805	Town of Bethany
1806	Town of Byron
1807	Town of Darien
1808	Town of Elba
1809	Town of Le Roy
1810	Town of Oakfield
1811	Town of Pavilion
1812	Town of Pembroke
1813	Town of Stafford
1814	City of Batavia

REMARKS:

**Sarah Fountain, Dog Control Officer, also present for inspection.**

REPRESENTATIVE PRESENT FOR INSPECTION: **Catherine Seward**  
TITLE: **Dog Control Officer**

REVIEWED BY: **Sarah Mountain**  
REVIEWED DATE: **01/17/2025**

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Supervisor is hereby authorized to making the following transfer as appropriated in the **2025 budget**:

\$403 from AA1620.1 Buildings Personal Services to  
AA1620.410 Building Operation Lease Fire Hall

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

MOTION for adoption of this resolution by  
Seconded by

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely  
Councilperson Grant  
Councilperson Starowitz  
Councilperson Swanson  
Supervisor Haywood

Submitted February 11, 2025



**Department of  
Transportation**

**KATHY HOCHUL**

Governor

**MARIE THERESE DOMINGUEZ**

Commissioner

**CHRISTOPHER REEVE, P.E.**

Regional Director

File: 18.12-33  
Study: 04240194

February 4, 2025

Timothy Hens  
Commissioner of Public Works, Genesee County  
153 Cedar Street  
Batavia, NY 14020

Dear Mr. Hens:

Thank you for your letter regarding traffic speeds on Route 33, between the I-490 Exit 2 westbound off-ramp and Route 19 in the Town of Bergen.

This location will be evaluated to determine if the establishment of a lower speed limit would be appropriate. Upon completion of our review, we will notify you of our findings. If you have any questions, please contact Andy Quinn at 585-272-3460.

Sincerely,

*Matthew C. Oravec*

Matthew C. Oravec, P.E.  
Regional Traffic Engineer

MCO/AOQ/PCB/mm

cc: T. Sgt. M. Swarthout, State Police Troop "A"  
J. Braley, Resident Engineer, Genesee County, NYSDOT  
T. Robinson, Clerk, Town of Bergen

Please type or print clearly  
in blue or black ink

Received Date

Standard Work Day and  
Reporting Resolution for  
Elected and Appointed Officials

Employer Location Code

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev. 12/23)

30437

BE IT RESOLVED, that the Town of Bergen / 30437 hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

(Location Code)

(Name of Employer)

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
<b>Elected Officials:</b>									
Ernest Haywood			Supervisor	11/22-12/31/25	6	6.7	<input type="checkbox"/>	monthly	<input type="checkbox"/>
Mark Swanson			Councilperson	11/24-12/31/27	6		<input checked="" type="checkbox"/>	monthly	<input type="checkbox"/>
Karen Ely			Councilperson	11/24-12/31/27	6		<input checked="" type="checkbox"/>	monthly	<input type="checkbox"/>
<b>Appointed Officials:</b>									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, Teresa Robinson, secretary/clerk of the governing board of the Town of Bergen, of the State of New York, (Name of Secretary or Clerk) (Name of Employer)

(Circle one)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 13 day of August, 2024 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Bergen on this 13 day of August, 2024. (Name of Employer)

Teresa Robinson (Signature of Secretary or Clerk)

Affidavit of Posting: I, Teresa Robinson, being duly sworn, deposes and says that the posting of the Resolution began on (Name of Secretary or Clerk)

8-13-2024 and continued for at least 30 days. That the Resolution was available to the public on the: (Date)

☒ Employer's website at: www.bergenNY.org

☒ Official sign board at: Bergen Town Hall, 10 Hunter St.

☐ Main entrance Secretary or Clerk's office at:

Date

of

For additional rules attach to RS 2417-B form.

(seal)

Received Date \_\_\_\_\_

Office of the New York State Comptroller  
**NYS**SLRS  
New York State and Local Retirement System  
1110 State Street, Albany, New York 12244-0001

**Please type or print clearly  
in blue or black ink**

Employer Location Code

30437

RS 2417-B  
(Rev.04/20)

[illegible]

Employer: Town of Bergen Location Code: 30437 Page 2 of 2 (use with form RS 2417-A)



# **Grant Writing & Administration LGRMIF GRANT Proposal**



PROPOSED TO

**Town of Bergen,  
New York**

Date: February 2025





P.O. Box 39, 131 South Union Street, Suite E8 Spencerport, NY 14559  
(585) 368-8866 | [Contact@GGProcess.com](mailto:Contact@GGProcess.com) | [www.GGProcess.com](http://www.GGProcess.com)

Date: 01/31/2025

Ernie Haywood  
Supervisor  
10 Hunter Street P.O. Box 249  
Bergen, New York 14416

Dear Mr. Haywood,

Thank you for giving G&G Municipal Consulting and Grant Writing the opportunity to serve the Town of Bergen through the LGRMIF grant process.

This letter serves to outline the terms under which G&G Process Services, Inc. (hereinafter referred to as "G&G") would perform to write and administer a LGRMIF GRANT for the Town.

Thank you for your consideration. We look forward to being of service to you and your municipality. Please do not hesitate to reach out with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jay Grasso'.

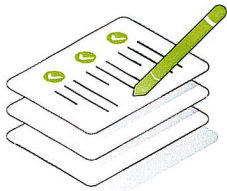
Jay Grasso  
President



# Services

G&G Municipal Consulting and Grant Writing is based in New York State and has served many municipalities and governmental agencies all around New York for the past 15 years. Incorporated in 2014, G&G Municipal Consulting and Grant Writing has written and administered grants totaling over \$150,000,000 and over \$200,000,000 in low/zero percent interest loans. We have also expanded our municipal client base to include municipal clients in Texas, Arkansas, Pennsylvania, Colorado, Illinois, and other states. Our municipal services span from grant writing to administering. Below you will find a table of a few of our past clients and the project we have managed for them.

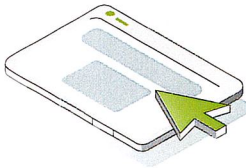
1



## Grant Writing

This includes researching funding opportunities that match the project needs, vetting the funding opportunity to ensure the project qualifies, gathering the necessary documentation, facilitating the required resolutions, writing compelling applications, and submitting in a timely manner.

2



## Grant Administration

Review plans, facilitate reports, oversee budget and project objectives, and communicate all updates to stakeholders and key staff members.

3



## Income/Demographic Data Surveys

Our demographic data collection leverages a hands-on approach by knocking on doors to establish true and accurate low- moderate income (LMI) and median household income (MHI) surveys that directly support grant eligibility.

The grants and zero/low-interest rate loans that we facilitate are wide-ranging from USDA, FEMA, Consolidated Funding Applications (CFA), to Community Block Development Grants (CDBG), State-specific grants, and more. Although state- specific grants vary by state, we are adept and proficient at grant research, discovery, and the writing process so we are sure to take advantage of all relevant grant and funding opportunities that apply to our client municipality.

G&G excels in demographic data collection and analysis that often increase the grant eligibility of a municipality to qualify for grants based on their community's median household income (MHI) and low/moderate-income (LMI) scores found through the American Community Survey (ACS). In most cases, our survey efforts can qualify a municipality as grant eligible where they may not have qualified before. This is a service unique to G&G Municipal Consulting and Grant Writing.





## Municipal Consulting and Grant Writing

P.O. Box 39, 131 South Union Street, Suite E8 Spencerport, NY 14559  
(585) 368-8866 | [Contact@GGProcess.com](mailto:Contact@GGProcess.com) | [www.GGProcess.com](http://www.GGProcess.com)



### Grant Writing Service

One time Fee: \$3500 per grant (paid upon grant submission)  
LGRMIF Archiving Grant



### Grant Administration Service

Administrative costs may be covered by the grant.  
Where administrative costs are not covered by the grant award (unlikely) G&G will provide administration services at \$100.00 per hour (discounted from \$145.00). For administration costs that are not covered by the grant award, G&G will provide an estimate of hours required to administer a particular grant for pre-approval to the municipality. If costs rise beyond the pre-approved amount, G&G will absorb the excess costs.



### Length of Contract/Terms

This is for the facilitation, writing, and administration of one LGRMIF application.

