**April 8, 2025 BERGEN TOWN BOARD REGULAR MEETING**

Draft

The Bergen Town Board convened in a regular session at 6:45 pm audit of the bills; The Town Board Meeting convened in a regular session in the Town Hall with Supervisor Haywood presiding at 7:00 pm.

**PRESENT:**  **ALSO PRESENT:**

Supervisor Ernie Haywood Teresa Robinson, Town Clerk

Councilperson Belinda Grant Joel Pocock, Highway Superintendent

Councilperson Karen Ely

Councilperson Mark Swanson

Councilperson James Starowitz

**ABSENT:**

**OTHER ATTENDENCE:**  Candace Hensel

Collin Starowitz

**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:**

**PRIVILEGE OF THE FLOOR:**

**APPROVAL OF MINUTES FOR:** Town Board Meeting March 11, 2025; Councilperson Starowitz made a motion to approve the Town Board Minutes of March 11, 2025; seconded by Councilperson Grant

Ayes: Haywood, Grant, Ely, Swanson, Starowitz

Nays: None

Abstained: None

APPROVED by: Unanimous vote (5-0)

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

1. Supervisor Report for Feb. & March 2025 (attached)

2. Financial Statements for Feb. & March 2025 (attached)

3. Town Clerks Report for March. 2025

4. ZEO/CEO Report for March. 2025

5. Mercy EMS report for Feb. 2025

6. Letter for Municipal Advisor Services from Benard Donegan Inc., (BPD) for Financial Coordination Services associated with Bond Anticipation Note (BAN) and Bonding for the addition to 10 Hunter Street and renovations at 13 S. Lake Ave.

7. Resolution to authorize Supervisor to execute Letter for Municipal Advisor Services with BPD for financial coordination services for Bond Anticipation Note and Bonding financing for the proposed addition to 10 Hunter Street and renovations at 13 S. Lake Ave.

8. Town Hall Renovation & Budget

9. Three (3) Correspondences from Charter Communication dated 3/27/2025

10. Travel Request form for Budget Officer to attend Association of Town’s Finance School.

**BOARD MEMBERS’ ITEMS FOR THE AGENDA:** Councilperson Ely would like to meet with the Village and the planning Board to discuss the Master Plan.

**REPORTS:**

**SUPERVISOR**:

**Traffic Safety on Route 33 from 490 through traffic light on route 19 and 33 and on route 19 from Appletree through intersection of route 19 and 33 and past new entrance on 19 for Oxbo.**

* Meeting with Mayor and Administrator to discuss Apple tree dead end and other safety concerns from 490 through intersection of 19 and 33 and on 19 from Appletree through intersection and past new entrance to Oxbo.
* Composed letter to submit to Genesee County Traffic Safety Board outlining concerns, requesting comprehensive study of the traffic in the area and providing some suggested actions that the village and town think might help with traffic concerns

**Records Management Grant**

* Finalized and submitted NYS Record Management grant request in the amount of $ 19,183.00- Thanks to Lesia and Teresa for their help.   Funds requested to hire firm to train and provide records retention/management plan, and to hire a temporary inventory clerk to sort through records to inventory and determine what can be destroyed.

**Capital Project- Town Hall expansion/Renovations at 13 South Lake Road.**

* Worked with BPD, financial coordinators to finalize costs estimates for project and discuss financing options through Bonding.
* Will be presenting Bond Resolution to board for approval at the June Meeting.
* Goal is to keep total cost under 1 million

**Standards and Poor’s Credit Rating**

* Prepared for meeting with Standards and Poor’s to review the town’s credit rating
* Received our new rating and it is A+ which is good and which is what the existing town’s credit rating is.

**FEMA**

* We received correspondence from FEMA regarding the new proposed flood plan maps.
* FEMA intents to have an “open house” meeting with interested parties and the Town will make best efforts to communicate the date and location of the meeting, once known.
* We await contact from our FEMA “Consultation Coordination Officer” to discuss the revised flood hazard information and the new ordinance the town will have to adopt.

**Hazard Technology Mitigation Plan- Policy**

* With the help of our computer Consultant I updated the Hazzard Technology Mitigation Policy for the town and have provided it to all board members and department heads. The updates included updating the hardware and software inventories.

**Genesee County Hazard Mitigation Plan**

* At the request of Genesee County, I updated Bergen’s section of the Genesee County- Hazard Mitigation plan for 2025.

**TOWN CLERK**:

Tax season has been completed. I will be meeting with the county within the next week to turn in the remaining tax bills.

A

ted. Attended the Bergen Fire Dept. Banquet on behalf of the Town

Looked into the cost of Apple I Pads for the Board (5) 10.9 inch with 256 GB would be $2,495.00 from Best Buy, Apple direct would be the same price, and Amazon $2,340.00 with 5 cases $2424.75. Tabled

The Highway Supervisor and I would like to participate again this year for United Ways Day of Caring on May 15, 2025. Requesting to not spend more than $1,000.00. Would like to plant trees at Robins Brook Park, mulch, and flowers.

The Genesee County Economic Development Center (GCEDC) Annual Meeting will be held on April 25, 2025 at Batavia Downs at 11:00 am. Reservation has been made for the following

Supervisor Haywood, Councilperson Grant, Town Clerk Robinson, Planning Board Chair, Gary Fink +1, and Mark Swanson – yes to attend the GCEDC Annual Meeting.

We are planning Sexual Harassment & Cyber Security training on April 11 for the town employees & board members at the Fire Hall.

**TOWN BOARD:**

Nothing to report

**HIGHWAY**:

Working on cleaning up any damage from the plows

Getting ready for road work

Checked into possibly replacing the current lights at Appletree with LED lighting would cost approximately $9,300. The current bulbs are $90.00 each and if the fixture itself needs to be replaced it would cost $ 250.00 each.

Drews Nature Park – BOCES students would be willing to work on the trails but transportation seems to be a problem.

April 14th or 15th the digging will start for the water lines to the back of Robins Brook Park.

**COMMITTEES:**

Buildings, Grounds, and Facilities (Cemeteries): Parks – Bathroom update – Architect is finalizing plans for the bathroom and will get them sent to the BOCES teacher. The BOCES students will also be interested in the electrical work as well for the bathrooms.

Camp Head Start is interested in building an open pavilion at Robins Brook.

Local History & Museum: Nothing to Report

Policy & Personnel: The Union contract is up at the end of the year and would like another Board Member to meet with Supervisor and the Union starting in May.

**OLD BUSINESS:** Nothing to Report

**NEW BUSINESS:**

* Approval to purchase iPad for board members
* Resolution to authorize the Supervisor to execute the Letter for Municipal Advisor Services with BPD of Agreement for Financial services associated with Bond Anticipation Note (BAN) and Bond for the capital project for addition to 10 Hunter Street and Renovation for Records Room at town property at 13 S. Lake Ave.
* Approval of Budget Officer’s request to attend Association of Towns Finance School 4/22/2025-4/24/025 at a cost not to exceed $1,300.00.
* Action to file Town Clerks Report-March 2025
* Action to file Supervisor’s Report- Feb. 2025 and March. 2025
* Approval of Budget Transfers- if available
* Approval to pay bills and authorize the bookkeeper to transfer funds necessary to the checking account to pay the bills.

Motion to approve the purchase of I Pads for Town Board Members not to exceed $2,000.00. Motion was made by Councilperson Ely; Seconded by Councilperson Swanson

Ayes: Haywood, Grant, Ely, Swanson, Starowitz

Nays: None

APPROVED by: Unanimous vote (5-0)

Motion to approve the Budget Officer’s request to attend Association of Towns Finance School not to exceed $1300.00. Councilperson Starowitz made a motion to approve the request of the Budget Officer to attend the Association of Towns Finance School; Seconded by Councilperson Ely

Ayes: Haywood, Grant, Ely, Swanson, Starowitz

Nays: None

APPROVED by: Unanimous vote (5-0)

Action to file the Town Clerk’s Report for March 2025 – Councilperson Grant made a motion to file to Town Clerk’s Report for March 2025; seconded by Councilperson Starowitz.

Ayes: Haywood, Grant, Ely, Swanson, Starowitz

Nays: None

APPROVED by: Unanimous vote (5-0)

Action to file the Supervisor’s Report for February and March 2025 – Councilperson Grant made a motion to file the Supervisor’s reports for February and March 2025; seconded by Councilperson Swanson.

Ayes: Haywood, Grant, Ely, Swanson, Starowitz

Nays: None

APPROVED by: Unanimous vote (5-0)

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:The bills were presented for audit and totaled $ 137,439.15; General A Fund $ 24,415.27; General B $ 296.10; Highway DA $ 110,146.50; Highway DB $ 304.28.

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

Ayes: Haywood, Grant, Ely, Swanson, Starowitz

Nays: None

APPROVED by: Unanimous vote (5-0)

RESOLUTION NO. 2025-16 Accept Proposal for Capital Project Financial Services

WHEREAS: The Bergen Town Board is pursuing a buildings renovation capital improvement project that will require municipal bonding; and

WHEREAS: The Bergen Town Board wishes to engage the services of BPD Municipal Finance to perform financial services related to bonding the capital project.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Bergen Town Board hereby accepts the proposal of BPD Municipal Finance, dated March 28, 2025, as attached for financial services related to bonding the buildings renovation capital project.

Sec 2. That this resolution shall take effect immediately.

MOTION for adoption of this resolution by: Councilperson Grant

Seconded by: Councilperson Starowitz

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely

Councilperson Grant

Councilperson Swanson

Councilperson Starowitz

Supervisor Haywood

Submitted – April 8, 2025

**MEETING AND OTHER UPCOMING DATES** – Regular Town Board meeting at 7:00 pm on 5/13/2025; audit of the bills at 6:45pm.

**ADJOURNMENT** Was at 7:50 pm on a motion made by councilperson Swanson*;* seconded by Councilperson Grant.

Ayes: Haywood, Grant, Ely, Swanson, Starowitz

Nays: None

APPROVED by: Unanimous Vote (5-0)

Respectfully submitted,

Teresa Robinson, Town Clerk