

**Town Board Meeting
Town of Bergen
July 8th 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: 6/10/2025 meeting

IV. Communications included with this agenda:

1. Supervisor Report for June 2025 -if available
2. Financial Statements for June 2025- if available
3. Town Clerks Report for June. 2025- if available
4. ZEO/CEO Report for June 2025- if available
5. Mercy EMS report for May 2025
6. Town of Bergen 2026 Budget Development Timeline
7. Proposed changes in Password Policy and Resolution for change
8. Resolution To Support the Submission of a Smart Growth Planning Grant Application by The Town of Bergen.

V. Board Members' items for addition to the agenda

VI. Reports:

Supervisor

Clerk

Board Members

Highway

Updates: Street Lights at Appletree Industrial Park, Bids for supplies to construct Bathroom at Robin Brook Park

Committees

- Building, Grounds, and Facilities (cemeteries) -
- Parks - Bathroom update/ Drew's Update
- Local History & Museum -
- Policy and Personnel:

VII. Old Business:

- Update on proposed Capital Project- Town Hall addition and renovations to create a records room at 13 S. Lake Ave.
- Traffic at Routes 19 and 33

VIII. New Business:

- Approval for Supervisor to award contract for the construction of the foundation for the bathroom at the Robins Brook Park.
- Resolution to approve changes to Town's Password Policy
- Resolution To Support the Submission of a Smart Growth Planning Grant Application by The Town of Bergen
- Approval of emergency quote from Air Serve to repair air conditioning at town hall. Amount 2,022.62
- Action to file Town Clerks Report-June 2025
- Action to file Supervisor's Report- June 2025
- Approval of Budget Transfers- if any
- 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:8/11//2025/10/2025 - 6:45 Audit of bills and 7:00 pm Town Board Meeting

X. Executive Session**XI. Adjournment**

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:

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:

OTHER ATTENDANCE: Kim Donley

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 May 13, 2025; Councilperson Ely made a motion to approve the Town Board Minutes of May 13, 2025; seconded by Councilperson Swanson

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 May 2025
2. Financial Statements for May 2025
3. Town Clerks Report for May. 2025
4. ZEO/CEO Report for May 2025
5. Mercy EMS report for April 2025
6. Proposed lease for Town Hall – Not available

addition at 10 Hunter Street and renovations at 13 South Lake Ave, Bergen NY) as a Type II action for SEQRA.

Motion to Table the Resolution for the Town of Bergen declaring lead status and determination of proposed actions (construction of addition at 10 Hunter St. and renovations at 13 South Lake Ave, Bergen NY) as a Type II action for SEQRA - Councilperson Grant made a Motion to table the Resolution for the Town of Bergen declaring lead status and determination of proposed actions (construction of addition at 10 Hunter St. and renovations at 13 South Lake Ave, Bergen NY) as a Type II action for SEQRA; seconded by Councilperson Swanson.

Ayes: Haywood, Grant, Ely, Swanson, Starowitz

Nays: None

APPROVED by: Unanimous vote (5-0)

7. Bond Resolution for renovations at 13 South Lake Ave, Bergen NY, and construction of an addition at 10 Hunter Street, Bergen NY, with maximum dollar amount of \$990,000.00.

Motion to Table the Bond Resolution for renovations at 13 South Lake Ave, Bergen, NY and construction of an addition at 10 Hunter Street, Bergen with maximum dollar amount of \$990,000.00. Councilperson Grant made a Motion to Table the Bond Resolution for renovations at 13 South Lake Ave, Bergen, NY and construction of an addition at 10 Hunter Street, Bergen with maximum dollar amount of \$990,000.00; Seconded by Councilperson Starowitz

Ayes: Haywood, Grant, Ely, Swanson, Starowitz

Nays: None

APPROVED by: Unanimous vote (5-0)

8. Resolution authorizing the bids for the Town of Bergen Park Restroom Foundation.

9. Resolution to appoint Lori Kellogg as part time Highway Clerk at a rate of \$21.00 per hour.

10. Resolution to appoint Sameul Wilson as per diem laborer at a rate of \$18.00 per hour.

BOARD MEMBERS' ITEMS FOR THE AGENDA: Highway Superintendent – Department of Transportation supplemental agreement

REPORTS:

SUPERVISOR:

- Home Town Hero's Ceremony- I attended the Home Town Hero's Ceremony at the American Legion on 5/18. The Legion and the Triangle Club provide the banners honoring area residents for their service.

Properties-Projects:

- Bathroom at the Park-

I worked with the Architect to prepare the bid information packet with specification to go out to bid for the construction of the cement foundation and under slap plumbing. If approved by the Board, the request for bids will be advertised in the official town paper. Bids will be due on July 8th. It is expected that the work will be completed by the end of August so BOCES can begin construction of the bathroom in Sept.

Joel and I met with the BOCES assistant Principal and teachers for the Building Trades program at BOCES on 6/5 to discuss the project to construct the bathroom. We continue to work on transportation to and from BOCES to Robins Brook Park.

- Capital Project-Renovation to 13 South Lake and Addition to the Town Hall-

The proposed new lease for the Town Hall remains with the Fire Department's attorney. The town requires a new lease for the Town Hall that covers the addition and is valid through the bonding period. Until a lease is agreed upon by the Town and Fire Department the town cannot proceed with declaring a negative environmental impact (SEQRA resolution) for the project or proceed with approval of the bond resolution.

- Drews Nature Center-

Contingent upon transportation, the BOCES Conservation Class will start working at the Drews nature center, one day a week, starting this fall. Their work will consist of identification of flora and fauna found in the nature center that will be on a app. Called seek by iNaturalist and they will create a bioblitz that nature center visitors can contribute to when they visit. Instruction for visitors, for usage of the app will be in the kiosk. They will also work on clearing areas and cleaning up trails.

Traffic Safety around Appletree Industrial Park

In follow up to a conversation I had with Shelly Stein, Chair of the Genesee County Legislature regarding the traffic safety concerns, Ms. Stein connected me to Richard Sutherland, Executive Director of the Genesee/Finger Lakes Regional Planning Council. Subsequently, myself along with the Village Mayor and Administrator met with Richard Sutherland on 6/9/2025 to discuss the concerns and some of the recommended solutions. In follow up to this meeting Mr. Sutherland is going to see if there is any funding available to review traffic flows around the Appletree Industrial Park.

Rising health insurance costs – meeting on 6/17/25 with representative from Blue Cross and town employees to discuss other plans available.

TOWN CLERK:

The Summer Newsletter has been completed & distributed.

Participated in United Ways Day of Caring. Thank you to Supervisor Haywood, Town Board Member Karen Ely, Highway Superintendent Joel Pocock and all of the 20+ volunteers. The weather was perfect! Next year, we will limit the number of volunteers to maybe 15. They worked very quickly.

I added a wall file for all of the town forms to make it easier when someone comes in for a building permit application or any other application, they will all be in one location.

The appointment has been made 6/26/2025 with Airserve to have all of the furnaces/air condition units served.

The new website is up and running – photos will be replaced throughout the summer.

TOWN BOARD:

HIGHWAY:

Robbins Brook Park – the water line to the back of the park should be completed by the end of June.

Met with Rich Monroe (BOCES Electrical Teacher) his class will be installing the electric for the bathrooms.

Department of Environmental Conservation (D.E.C) and Soil & Water will be coming to the park and Drews Nature Center to spray for Japanese Knot Weed and will also be placing traps for a new invasive moth – has not been spotted in the parks but as a precaution.

Road work has been pushed back due to the weather.

COMMITTEES:

Buildings, Grounds, and Facilities (Cemeteries): Updates previously reported by the Town Supervisor and Highway Superintendent.

Local History & Museum: Nothing new to report.

Policy & Personnel: Nothing new to report.

OLD BUSINESS:

Update on proposed Capital Project- Town Hall addition and renovations to create a records room at 13 S. Lake Ave.

Traffic at Routes 19 and 33

NEW BUSINESS:

- Approval of the new lease for Town Hall Space with the Fire Department, including the new addition. **UNAVAILABLE**
- Resolution for Town of Bergen declaring lead status and determination of proposed actions (construction of addition at 10 Hunter Street and renovations at 13 South Lake Ave, Bergen NY) as a Type II action for SEQRA\\ **TABLED**
- Bond Resolution for renovations at 13 South Lake Ave, Bergen NY, and construction of an addition at 10 Hunter Street, Bergen NY, with maximum dollar amount of \$990,000.00. **TABLED**
- Resolution authorizing the bidding for the Town of Bergen Park Restroom Foundation.
- Resolution to appoint Lori Kellogg as part time Highway Clerk at a rate of \$21.00 per hour.
- Resolution to appoint Sameul Wilson as per diem laborer at a rate of \$18.00 per hour.
- Recommendation to the County for request for water hook up at 7618 Dublin Road, Bergen NY.
- Change in Town Board meeting date in November from November 11th (Veteran's Day) to Nov. 18th.
- Action to file Town Clerks Report-May 2025
- Action to file Supervisor's Report- May 2025
- Approval of Budget Transfers-
- Approval to pay bills and authorize the bookkeeper to transfer funds necessary to the checking account to pay the bills.

WHEREAS, Registered Architect David Strabel has prepared specifications and a bid package for work pertaining to the construction of a foundation and associated improvements for the Robins Brook Restroom Project.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Bergen Town Board hereby authorizes the bidding of the foundation and associated improvements for the Robins Brook Restroom project as per specifications prepared by the Architect.

Sec. 2. That a Bid Date will be established in the Bid Notice.

Sec. 3. That the Bid Notice will be advertised as required by law.

Sec. 4. That the Town Board of the Town of Bergen reserves the right to reject any and all bids.

MOTION for adoption of this resolution by Councilperson Grant
Seconded by Councilperson Ely

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely
Councilperson Grant
Councilperson Starowitz
Councilman Swanson
Supervisor Haywood

Submitted – June 10, 2025

WHEREAS: There is a vacancy in the position of Clerk to the Highway Superintendent; and

WHEREAS: The position has been duly advertised and posted; and

WHEREAS: The Highway Superintendent has selected Lori Kellog for the position.

NOW, THEREFORE BE IT RESOLVED:

1. That the Town Board sets the rate for the Clerk to the Highway Superintendent at \$21.00 per hour.
2. That Lori Kellog's start date shall be on or after June 11, 2025.
3. That this resolution shall take effect immediately.

MOTION for adoption of this resolution By Councilperson Grant

Seconded by Councilperson Ely

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely

Councilperson Grant

Councilperson Starowitz

Councilperson Swanson

Supervisor Haywood

Submitted – June 10, 2025

WHEREAS: The Highway Superintendent has recommended hiring Samuel Wilson as a part-time seasonal laborer.

NOW, THEREFORE BE IT RESOLVED:

1. That the Town Board sets the rate for Samuel Wilson at \$18.00 per hour.
2. That Samuel Wilson's start date shall be on or after June 11, 2025.
3. That this resolution shall take effect immediately.

MOTION for adoption of this resolution by Councilperson Ely

Seconded by Councilperson Grant

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely

Councilperson Grant

Councilperson Starowitz

Councilperson Swanson

Supervisor Haywood

Submitted – June 10, 2025

RESOLUTION #2025-23

**AUTHORIZE THE AMENDMENT TO THE 2024-2025 SNOW & ICE
AGREEMENT EXTENSION**

WHEREAS, the Town Board of the Town of Bergen on June 10, 2025 made a Resolution to amend the Snow & Ice Agreement between the New York State Department of Transportation and the Town of Bergen. Amending the estimated expenditure for the 24/25 season by adding funding due to exceeding the Estimated Expenditure for the above-mentioned season.

COUNCILPERSON ELY- AYE

COUNCILPERSON SWANSON - AYE

COUNCILWOMAN GRANT - AYE

COUNCILMAN STAROWITZ- AYE

SUPERVISOR HAYWOOD- AYE

CERTIFICATE OF CLERK

state of new York}

county of Genesee} {ss

I, Teresa Robinson, Town Clerk of the Town of Bergen, County of Genesee and state of New York, do hereby certify that I have compared the foregoing motion duly adopted by the Town Board of the Town of Bergen on June 10, 2025 with the original thereof on file in my office and the same is correct and true copy of said motion of the whole thereof.

Dated: June 10, 2025

Teresa Robinson, Town Clerk

County for request for water hook up at 7618 Dublin Road, Bergen N. Y.; seconded by Councilperson Starowitz.

Ayes: Haywood, Grant, Ely, Swanson, Starowitz

Nays: None

APPROVED by: Unanimous vote (5-0)

Motion to change in Town Board meeting date in November from November 11th (Veteran's Day) to Nov. 18th. Councilperson Ely made a motion to Change in Town Board meeting date in November from November 11th (Veteran's Day) to Nov. 18th; seconded by Councilperson Swanson.

Ayes: Haywood, Grant, Ely, Swanson, Starowitz

Nays: None

APPROVED by: Unanimous vote (5-0)

Action to file the Town Clerk's Report for May 2025 – Councilperson Grant made a motion to file to Town Clerk's Report for May 2025; seconded by Councilperson Ely.

Ayes: Haywood, Grant, Ely, Swanson, Starowitz

Nays: None

APPROVED by: Unanimous vote (5-0)

Action to file the Supervisor's Report for May 2025 – Councilperson Grant made a motion to file the Supervisor's Report for May 2025; seconded by Councilperson Ely.

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 \$ 38,509.43; General A Fund \$ 15,549.59; General B \$1,556.64; Highway DA \$ 12,028.82; Highway DB \$ 9,374.38.

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

Ayes: Haywood, Grant, Ely, Swanson, Starowitz

Nays: None

APPROVED by: Unanimous vote (5-0)

made by Councilperson Ely to enter into Executive Session; Seconded by Councilperson Swanson.

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

Motion to exit Executive Session at 7:55 pm: Motion was made by Councilperson Swanson to exit Executive Session at 7:55 pm; Seconded by Councilperson Grant.

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

MEETING AND OTHER UPCOMING DATES – Regular Town Board meeting at 7:00 pm on 7/8/2025; audit of the bills at 6:45pm.

ADJOURNMENT Was at 7:55 pm on a motion made by councilperson Grant; seconded by Councilperson Starowitz.

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

Respectfully submitted
Teresa Robinson
Teresa Robinson, Town Clerk

GEN BERGEN FIRE

Report Date Range from: 5/1/2025 to 5/31/2025

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

13:00 - 13:59	2	2	25.00%	25.00%
14:00 - 14:59	1	3	12.50%	37.50%
15:00 - 15:59	1	4	12.50%	50.00%
18:00 - 18:59	1	5	12.50%	62.50%
20:00 - 20:59	2	7	25.00%	87.50%
30:00 - 30:59	1	8	12.50%	100.00%
Total Calls:	8	8	100%	

Response Zone: GEN BERG 22

16:00 - 16:59	1	1	16.67%	16.67%
20:00 - 20:59	2	3	33.33%	50.00%
21:00 - 21:59	2	5	33.33%	83.33%
22:00 - 22:59	1	6	16.67%	100.00%
Total Calls:	6	6	100%	

Call Source Total Calls: 14

SUPERVISOR

ERNEST HAYWOOD

COUNCILPERSONSBELINDA GRANT, DEPUTY SUPERVISOR
JAMES STAROWITZ
MARK SWANSON
KAREN E. ELY**SUPERINTENDENT OF HIGHWAYS**

JOEL POCOCK

TOWN CLERK/TAX COLLECTOR

TERESA ROBINSON

JUSTICESROBERT SWAPCEINSKI
VINCENT PULCINI**ZONING & CODE ENFORCEMENT OFFICER**

GERALD WOOD

ASSESSOR

RHONDA SAULSBURY



TOWN OF BERGEN

2026 Budget Development Timeline

<u>Date</u>	<u>Activity</u>
June 10	Adoption of budget timeline
July 11	Budget request forms to department heads and board members
August 15	Budget requests due to Supervisor
September 6	Board Budget Workshop – Saturday @ 9 am
September 23	Supervisor files Tentative Budget with Town Clerk to Present to Town Board*
October 14	Adopt Preliminary Budget and set Public Hearing
November 18	Hold Public Hearing and Adopt 2026 Budget (must adopt by 11/20)

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WHEREAS: The Department of Homeland Security has recommended passwords have a minimum length of 14 characters; and

WHEREAS: The current Town of Bergen Password Policy requires a minimum length of eight characters.

NOW, THEREFORE BE IT RESOLVED:

1. That the Town Board amends the Town of Bergen's Password Policy to set a minimum password length of 14 characters.
2. That this resolution shall take effect immediately.

MOTION for adoption of this resolution

Seconded by

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely
Councilperson Grant
Councilperson Starowitz
Councilperson Swanson
Supervisor Haywood

Submitted – July 8, 2025

Password Policy

The purpose of this Password Policy is to ensure the security and integrity of the Town of Bergen's information and information technology systems by outlining the standards for creating and maintaining strong passwords. This policy applies to all employees, officials and contractors of the Town of Bergen who use the Town of Bergen's information and information technology systems.

Password Requirements:

- Passwords must be at least ~~eight (8)~~ **fourteen (14)** characters long.
- Passwords must contain a combination of upper and lower case letters, numbers and special characters (&, @, #).
- Passwords must not contain any easily guessable information such as birthdates, names or common words.
- Passwords must be unique and not used for any other accounts or services.
- Passwords must be changed every 90 days.
- Passwords must not be written down or stored in an unsecured location.

Password Management:

- Employees must not share their passwords with anyone, including supervisors or IT staff/contractors.
- Employees must log out of their accounts or lock their devices when leaving them unattended.
- IT staff must enforce the password policy and monitor for any password-related issues.
- IT staff must reset passwords immediately upon notification of potential or actual password compromise.

Password Usage:

- Passwords must be used to authenticate access to Town of Bergen's information and information technology systems.
- Employees must not use the same password for personal accounts and services.
- Employees must not reuse previous passwords.
- Employees must report any suspicious password-related activity or incidents to IT staff immediately.

Enforcement:

Violations of this Password Policy may result in disciplinary action, up to and including termination of employments. Employees must sign an acknowledgement of this policy and their understanding of the password requirements.

Review: This Password Policy will be reviewed and updated annually or as needed by the Town of Bergen's IT personnel.

RESOLUTION

TO SUPPORT THE SUBMISSION A SMART GROWTH
PLANNING GRANT APPLICATION BY TOWN OF BERGEN

- WHEREAS: the New York State Department *of* State (NYSDOS) is offering grant funding for communities to complete Smart Growth Comprehensive Plans as part of the 2025 Regional Economic Development Council Consolidated Funding Application (CFA); and
- WHEREAS: a Comprehensive Plan is a short- and long— term planning document that sets forth land use polices that express a vision for the future as well as goals and actions to achieve that vision; and
- WHEREAS: a Comprehensive Plan includes a strong public participation process to develop public consensus on a Vision for the future through community Visioning, public meetings and workshops; and
- WHEREAS: a comprehensive plan should address a wide range of planning issues including, but not limited to, appropriate physical development, economic development, transportation patterns, natural and built resource inventories, and population trends.

NOW THEREFORE, BE IT RESOLVED:

1. That the Bergen Town Board does hereby enthusiastically support the submission of a 2025 CFA application for the Smart Growth Planning program.

MOTION for adoption of this resolution

Seconded by

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely
Councilperson Grant
Councilperson Starowitz
Councilperson Swanson
Supervisor Haywood

Submitted – July 8, 2025