

**Town Board Meeting
Town of Bergen
December 09, 2014**

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

Prayer Almighty God, grant us wisdom that we may remember as we work, that we are servants of our constituency and all our decisions should be in the best interests of the Town and its citizens, entirely unblemished by any thoughts of personal benefit. Bless us with tolerance and understanding for opinions differing from our own and help us keep an open mind in gathering information before voting on all issues. Help us overcome any ignorance of our duties and enable us to learn more of the intricacies of the roles we have assumed. May we rest assured to know You are with us and will guide us through all we do. Amen.

Pledge to the flag

II Privilege of the Floor - Michael Crosier, to discuss interest in Constable appointment.

III Approval of Meeting Minutes for – November 25th, 2014

IV Communications:

1. Supervisors Report for Nov. 2014
2. Summary Spreadsheets for Nov. 2014
3. Town Clerks Report for Nov. 2014
4. ZEO/CEO Report for Nov. 2014
5. Proposal for Accounting, and Audit Preparation from EFPR Solutions

V Board Members' items for addition to the agenda

VI Reports:

- Zoning / Code Enforcement
- Highway

-Committees

All committees are subject to restructuring at the Organizational Meeting.

- Highway & Parks
- Buildings
- Village Relations

VII Old Business:

VIII New Business:

- Discussion / Approval of Accounting & Audit Preparation services from EFPR Solutions.
- Approval of expenditure to update bookkeeping software / hardware not to exceed \$9000 from unexpended fund balance.
- Discussion / Appointment of Michael Crosier to Constable

IX Reports & Bills: - Action to file Town Clerks & Supervisors Reports.
- Detailed budget reports provided separately due to size
- Approve payment of the bills.

X Next Meeting Day: Next Meeting, Special Session Year End, Tuesday 12/30/14, 7 pm in the Courtroom.

XII Adjournment:

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Supervisors Report Pending Availability

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Summary Spreadsheets Pending Availability

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Account#	Account Description	Fee Description	Qty	Local Share
	Marriage License	Marriage License	1	17.50
		Sub-Total:		\$17.50
A1255	Clerk Fees	Certified Copies	10	100.00
	Conservation	Conservation	11	63.27
		Sub-Total:		\$163.27
A2544	Dog Licensing	Female, Spayed	19	95.00
		Female, Unspayed	2	36.00
		Male, Neutered	23	115.00
		Male, Unneutered	3	54.00
	Senior Discount	Senior Discount	4	-22.50
		Sub-Total:		\$277.50
B2110	Building & Zoning	Building Permit	1	45.00
		Sub-Total:		\$45.00
B2115	Building & Zoning	Public Hearing	1	50.00
		Sub-Total:		\$50.00
B2130	Solid Waste	Garbage Bag	576	1,152.00
		Transfer Sta. 10.00	13	130.00
		Transfer Sta. 5.00	1	5.00
		Sub-Total:		\$1,287.00
Total Local Shares Remitted:				\$1,840.27

Amount paid to: N Y State Department Of Health	22.50
Amount paid to: NYS Ag. & Markets for spay/neuter program	57.00
Amount paid to: NYS Environmental Conservation	1,085.73

Total State, County & Local Revenues:	\$3,005.50	Total Non-Local Revenues:	\$1,165.23
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To the Supervisor:
Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Michele M. Smith, Town Clerk, Town of Bergen during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

Date

Michele M. Smith
Town Clerk

12/1/14
Date

Cash Receipts Report

11/29/2014
7:23:27AM

From: 11/01/2014 To: 11/29/2014

For User: All

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Payment Date: 11/14/2014

Module: Permit

Transaction: BP-0028-2014

Type: Permit App

Payor: DC Long

Payment Amount: \$45.00

Payment Type:

Payment #:

Payment Detail:

Check #342

00079

\$45.00

Fee Type

Fee Amount

Remodel-Habitable Space

\$45.00

Permit Group Totals: \$45.00

11/14/2014 Group Totals: \$45.00

Payment Date: 11/24/2014

Module: Permit

Transaction: SD-2014-002

Type: Permit App

Payor: Genesee County Economic Dev

Payment Amount: \$50.00

Payment Type:

Payment #:

Payment Detail:

Check #20548

00080

\$50.00

Fee Type

Fee Amount

Public Hearing Fee

\$50.00

Permit Group Totals: \$50.00

11/24/2014 Group Totals: \$50.00

Totals:

Check \$95.00

Grand Total: \$95.00

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December 8, 2014

Donald Cunningham, Supervisor
Town of Bergen
10 Hunter St.
Bergen, New York 14416

Dear Supervisor Cunningham:

We are pleased to submit the following proposal for accounting services in the Town of Bergen. This proposal will outline our understanding of the terms and objectives of this engagement and the nature and limitation of the services we will provide.

We propose to provide the following services:

1. Accounting and audit preparation services throughout 2015 including bookkeeper and oversight to assure comprehensive and accurate budget reporting.
2. Prepare the Annual Update Document for the year ending December 31, 2014
3. Review Justice records for the year ending December 31, 2014
4. Assist in identifying CPA firm to prepare independent audit required by Rural Development.
5. Provide budget review and preparation services of the 2016 budget.

FEE PROPOSAL

We understand that the Town is restructuring its accounting and cost structure as follows:

- Bookkeeping Services – We believe the Town can engage an internal clerk/bookkeeper to provide required services for approximately \$4,300 per year.
- Payroll Services – The Town intends to engage Complete Payroll Processing to prepare payrolls at an estimated cost of \$3,000 per year.
- Independent Audit Services – We believe that Rural Development will accept a project based audit for a cost of approximately \$2,500 to \$3,000.
- EFPR Solution Services – We propose that EFPR provide the remaining services described above for \$12,000.

We appreciate the opportunity to provide you this proposal. If you have any questions or would like additional information, please call or contact Tina Wilcox or me. If you would like to proceed with this engagement, please confirm your intent to proceed and we will prepare a formal engagement letter for your approval.

Very truly yours,

P. Robert Fox, CPA

P. Robert. Fox, CPA

12/9/14
DSC