

**Organizational Meeting  
Town of Bergen  
January 2, 2015**

**I Call to order – 5:00 PM**

**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 2015 TOWN BOARD APPOINTMENTS:**

|                                 |                  |
|---------------------------------|------------------|
| Zoning/Code Enforcement Officer | David Mason      |
| Building Inspector              | David Mason      |
| Constable                       | John Lanphear    |
| Constable                       | Michael Crosier  |
| Historian                       | Thomas M. Tiefel |
| Attorney for the Town           | Daniel S. Bryson |
| Solid Waste Coordinator         | Mike Johnson     |
| Engineer for the Town           | Paul Chatfield   |
| Planning Board Chairman         | Gary Fink        |
| Planning Board Member           | Lou Romano       |
| Zoning Board Member             | David Henry      |
| Zoning Board Member             | Pamela Madziarz  |
| Planning/Zoning Secretary       | Laura Smith      |
| Library Board                   | Mallorie Higgins |
| Prosecutor for the Town         | Kevin Finnell    |

**III Review of Appointments by Others:**

|                                  |                    |
|----------------------------------|--------------------|
| Deputy Town Clerk                | Constance Kaufman  |
| Deputy Town Clerk                | Susan Brownell     |
| Deputy Town Clerk                | Barb Fisher        |
| SubRegistrar of Vital Statistics | Susan Brownell     |
| SubRegistrar of Vital Statistics | Constance Kaufman  |
| Deputy Town Supervisor           | Brian Stone        |
| Bookkeeper                       | Cindy Burke        |
| Deputy Highway Superintendent    | ???                |
| Justice Court Clerk              | Angelina Viveralli |
| Justice Court Clerk              | Cindy Burke        |

**IV Communications included with this agenda:**

1. Published Federal IRS Mileage Rate Effective Jan. 1, 2015
2. Published NYS Mileage Rate Effective Jan. 1, 2015
3. Resolution Samples 1,2,3,4
4. Committee Projects & Topics
5. Medical Benefit Policy
6. Modified 2015 Salary Schedule

**V Resolutions:**

- 1- Expenditure of Highway Moneys
- 2- Permission for Highway Superintendent to make purchases without prior approval

- 3- Permission for Highway Superintendent to make purchases under State &/or County bids
- 4- Budget Modification 1 of 2015

**VI Declarations**

Meeting days and times – Second & Fourth Tuesdays at 7:00 PM every month  
Official Banks – First Niagara Bank (primary); JP Morgan Chase & Five Star (secondary banks)  
Official newspaper – Batavia Daily News  
Mileage reimbursement rate – Set rate at \_\_\_\_\_ cents per mile  
Discussion / Approval of Medical Benefit Policy

**VII Recognized Committees & Appointed Members:**

Buildings, Grounds & Facilities Committee:

- Brian Stone (chair)
- Ernest Haywood
- Anne Sapienza
- Library representative (optional)

Parks Committee:

- Dan VanValkenburg (chair)
- Belinda Grant
- Michael Johnson
- Gillam Grant representative (optional)
- Youth Soccer representative (optional)
- Youth Baseball representative (optional)

Village Relations Committee:

- Belinda Grant (chair)
- Ernest Haywood

**VIII Next Meeting Day:**

Regular Meeting Tuesday, January 13, 2015 at 7:00 PM in the Courtroom, Audit of the bills at 6:45PM

**IX Adjournment**

## **RESOLUTION SAMPLES**

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

*By motion* - to approve the sum of \$244,420.00 to be set aside to be expended for primary work and general repairs upon 20.24 miles of Town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.

### **RESOLUTION #2 – 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 herein above granted shall be construed as meaning that the total amount of all such items purchased by the as Superintendent of Highways shall not exceed the amount of budgeted appropriations in the fiscal year 2015.

### **RESOLUTION #3 – 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.

### **RESOLUTION #4 – BUDGET MODIFICATION 1 OF 2015**

WHEREAS, the Budget for the Town of Bergen had been adopted with an appropriation amount of \$19,475 for the Supervisor A1220.1 fund, and

WHEREAS, the appropriation included the salary amount of \$7324 for the bookkeeper, and

WHEREAS, the Bergen Town Board approved outsourcing of payroll services for an annual estimated amount of \$3000

NOW, THEREFORE BE IT RESOLVED, That the Bergen Town Board approves of reducing the bookkeeper annual salary by \$3000, and

BE IT FURTHER RESOLVED, that the 2015 Budget for the Town of Bergen will be modified to transfer \$3000 from the Supervisor A1220.1 fund to the Supervisor A1220.4 fund for the outsourced payroll service.

# Committee Projects and Topics

## Buildings, Grounds, and Facilities Committee

- Identify maintenance, repair, or renovation needs related to buildings, grounds, & facilities.
- Facilitate proposals for maintenance, repairs, or renovations related to buildings, grounds, & facilities.
- Facilitate sign replacement at Library building, 13 South Lake Ave.
- Develop plans for improved handicap accessibility at 13 South Lake Ave.
- Develop building use policies & procedures.
- Make recommendations related to buildings, grounds, & facilities.
- Research funding opportunities related to buildings, grounds, & facilities.
- Further develop projects & topics related to buildings, grounds, & facilities.

## Parks Committee

### **Parks**

- Develop a Comprehensive Plan for Parks.
- Make recommendations for improvements related to Robins Brook Park, Drews Nature Center, Westshore Linear Park, and Transfer Station location.
- Maintain / Revise policies related to parks use as needed.
- Facilitate proposals for improvements related to parks & recreation.
- Research funding opportunities related to parks & recreation.
- Support recreation & leisure activities at Robins Brook Park, Drews Nature Center, and Westshore Linear Park.
- Further develop projects & topics related to parks.
- Work cooperatively with Highway Department to coordinate work related to parks development & maintenance.

## Village Relations

### **Will meet only as required or requested**

- Maintain dialog between Village and Town entities.
- Discuss & research methods to improve efficiencies, consolidate efforts, and share services where practical.
- Make recommendations related to improved efficiencies, consolidated efforts, and shared services.
- Discuss ideas related to Comprehensive Plan.
- Further develop projects & topics related to Village relations.

# **Town of Bergen**

## **Medical Benefit Policy**

A Medical Insurance benefit will be provided to qualified employees who are not included in a collective bargaining agreement and elected officials of the town of Bergen as described in this policy. The Medical Insurance Plan provided will be selected by the Bergen Town Board and reviewed, renewed, or replaced on an annual basis at the discretion of the Town Board.

### **Qualified Employees and Elected Officials**

The following positions are qualified for Medical Insurance Benefits provided by the Town:

- Town Clerk
- Highway Superintendent
- Full Time Employees of the Town of Bergen (not included in a collective bargaining agreement)

### **Employee and Elected Official Contributions**

Qualified employees and elected officials will be required to contribute 10% of the medical insurance premium and further obligated to any co-pays and deductibles as described by the medical insurance plan.

### **Collective Bargaining Unit**

Town employees that are under a Collective Bargaining Agreement will be provided Medical Insurance Benefits in accordance with the agreement.