

**Town Board Meeting
Town of Bergen
June 14, 2016**

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 - None scheduled

III Approval of Meeting Minutes for – May 24, 2016

IV Communications:

1. Supervisors Report for May 2016
2. Summary Spreadsheets for May 2016
3. Town Clerks Report for May 2016
4. ZEO/CEO Report for May 2016
5. 2016 Summer Planning & Zoning Schools from A.O.T.
6. Notice of Public Hearing from Genesee County Legislature, Re: Self Insurance Plan
7. Letter from Charter Communications, Re: Combining with Time Warner Cable Inc.
8. Letter from Spectrum, Re: Name change from combination of Charter & Time Warner
9. Notice from Teamsters Local Union No. 264, Re: Collective Bargaining Agreement
10. Survey proposal from G&G Municipal Consulting

V Board Members' items for addition to the agenda

VI Reports:

-Zoning / Code Enforcement

-Highway

-Committees

- Buildings, Grounds & Facilities.

-Parks

-Discuss outline for projects

-Local History & Museum

-Meeting set for 6/21/16

-Policies & Personnel

VII Old Business:

-

VIII New Business:

- Resolution to appoint Julie Scheuerlein as third court clerk.
- Discuss informal water petitions received from residents in Southwest section of town.
- Discuss proposal for MHI survey from G&G Municipal Consulting
- Designate negotiating committee for collective bargaining agreement.

IX Reports & Bills:

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

X Next Meeting Day: Next Meetings: Tuesday 06/28/16, 7 pm in the Courtroom.

XII Adjournment:

1

TOWN OF BERGEN
MONTHLY REPORT OF SUPERVISOR
May 2016

FUND #	No.	FUND	4/31/2016			5/31/2016	
			BALANCES	Increases	Decreases	BALANCES	
A	GENERAL TOWNWIDE	200	CASH - CHECKING	189,296.44	97,157.66	65,809.17	220,644.93
		201	CASH - SAVINGS	531,597.63	17,582.38	121,874.61	427,305.40
		231	CASH - CASH RESERVE	-	-	-	-
		TOTAL		720,894.07	114,740.04	187,683.78	647,950.33
B	GENERAL OUTSIDE VILLAGE	200	CASH - CHECKING	642.49	5,513.18	1,738.76	4,416.91
		201	CASH - SAVINGS	284,467.03	145,097.98	9,262.68	420,302.33
		TOTAL		285,109.52	150,611.16	11,001.44	424,719.24
DB	HIGHWAY OUTSIDE VILLAGE	200	CASH - CHECKING	95,916.53	15,084.21	8,942.35	102,058.39
		201	CASH - SAVINGS	247,659.92	57,268.06	39,625.46	265,302.52
		TOTAL		343,576.45	72,352.27	48,567.81	367,360.91
SM	FIRE DISTRICT	200	CASH - CHECKING	-	79,431.45	79,431.45	-
		201	CASH - SAVINGS	82,413.49	-	79,431.45	2,982.04
		TOTAL		82,413.49	79,431.45	158,862.90	2,982.04
SWA	DEBT SERVICE 2	200	CASH - CHECKING	-	-	-	-
		201	CASH - SAVINGS	118,578.80	-	-	118,578.80
		TOTAL		118,578.80	-	-	118,578.80
SWB	DEBT SERVICE 3	200	CASH - CHECKING	-	-	-	-
		201	CASH - SAVINGS	3,683.56	-	-	3,683.56
		TOTAL		3,683.56	-	-	3,683.56
VA	TOWN HALL RELOCATION	200	CASH - CHECKING	-	-	-	-
		201	CASH - SAVINGS	105,815.49	-	-	105,815.49
		TOTAL		105,815.49	-	-	105,815.49
VB	PEACHEY RD WATER DISTRICT	200	CASH - CHECKING	-	-	-	-
		201	CASH - SAVINGS	87,903.76	-	-	87,903.76
		TOTAL		87,903.76	-	-	87,903.76
TA	TRUST & AGENCY	200	CASH - CHECKING	34,351.41	52,829.90	46,848.70	40,332.61
		TOTAL		34,351.41	52,829.90	46,848.70	40,332.61
L	LIBRARY	200	CASH - CHECKING	181,218.24	12,643.12	7,824.86	186,036.50
		201	CASH - SAVINGS	(30,406.99)	-	11,501.66	(41,908.65)
		231	CASH - MONEY MARKET	20,798.91	-	-	20,798.91
		TOTAL		171,610.16	12,643.12	19,326.52	164,926.76
TOTAL ALL FUNDS				1,953,936.71	482,607.94	472,291.15	1,964,253.50

Pursuant to Section 125 of the Town Law, I hereby render the following detailed statement of all moneys received and disbursed by me during the month of:

May 2016

Arnald S. Cingolano
Date 06/13/16

Month: May 2015
Town Of Bergen Bank Reconciliation

	A	B	DE	SM	SWA	SWB	TA	VA	VB
	Townwide	Outside Village	Fire District	Water District	Library	Payroll/Rec	Town Hall/Reloc	Peachey Water District	
OPENING BAL									
Cash Accts									
Operating (FNB 5099)	\$ 220,513.05	\$ 4,380.00	\$ 102,007.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll (FNB 5110)	\$ 34,351.41					\$ 34,351.41			
Savings (FNB 5016)	\$ 500,981.01	\$ 280,729.52	\$ 241,569.06	\$ 82,413.49	\$ 118,578.80	\$ 3,683.96	\$ -	\$ 105,815.49	\$ 87,903.76
Rec/Park Res									
Library Checking	\$ 184,895.04								
Library Money Market	\$ 20,798.91								
Total All	\$ 1,953,935.71	\$ 285,109.52	\$ 343,576.45	\$ 82,413.49	\$ 118,578.80	\$ 3,683.96	\$ 34,351.41	\$ 105,815.49	\$ 87,903.76
SAVINGS									
Deposits									
Town Clerk	\$ 1,968.67	\$ 286.67	\$ 1,702.00						
Justices	\$ 7,447.00	\$ 7,447.00							
Interest & Penalties	\$ -	\$ -							
Sales Tax	\$ 143,395.98	\$ -	\$ 143,395.98						
Refund from Thomas Reuk	\$ -	\$ -							
Solid Waste Tomvage	\$ 9,366.67								
TC Conference Reimb	\$ 172.80								
Genesee Cty S&I	\$ 57,268.06		\$ 57,268.06						
Serv to Other Govt	\$ -								
Library Contract	\$ -								
Other	\$ -								
Total Deposits	\$ 219,621.18	\$ 146,997.98	\$ 57,268.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ 61.93								
Trans to Operating	\$ 183,872.46	\$ 65,941.04	\$ 1,738.76	\$ 8,942.35	\$ 79,431.45	\$ -	\$ -	\$ -	\$ -
Trans to Payroll	\$ 52,829.90	\$ 24,451.84	\$ 3,786.41	\$ 24,591.85					
Debt Serv Paymnt	\$ -	\$ -							
Interfund Transfer	\$ -	\$ -							
ACCT BAL	\$ 1,389,965.25	\$ 437,305.40	\$ 429,302.33	\$ 265,302.52	\$ 118,576.80	\$ 3,683.56	\$ -	\$ 105,815.49	\$ 87,903.76
OPERATING									
TRANSFERS IN	\$ 162,878.46	\$ 65,941.04	\$ 1,738.76	\$ 8,942.35	\$ 79,431.45	\$ -	\$ -	\$ -	\$ -
VOID Cr.#12870	\$ 87.51	\$ -	\$ 36.91	\$ 50.60					
receives ERS payment	\$ -	\$ -							
Interest	\$ -								
DISBURSMENTS									
Abstract 5	\$ 156,526.32	\$ 63,384.25	\$ 1,738.76	\$ 4,147.00	\$ 79,431.45	\$ -	\$ -	\$ -	\$ -
Year End Abstract	\$ -	\$ -							
Pre pay	\$ 7,220.27	\$ 2,424.92		\$ 4,795.35					
Total Disb	\$ 163,746.59	\$ 65,809.17	\$ 1,738.76	\$ 8,942.35	\$ 79,431.45	\$ -	\$ -	\$ -	\$ -
ACCT BAL	\$ 327,120.23	\$ 220,844.93	\$ 4,416.91	\$ 102,056.39	\$ -	\$ -	\$ -	\$ -	\$ -

(3)

Account#	Account Description	Fee Description	Qty	Local Share
	Marriage License	Marriage License	4	70.00
			Sub-Total:	\$70.00
A1255	Clerk Fees	Certified Copies	5	50.00
		Dog Redemption	4	40.00
	Conservation	Conservation	7	9.39
			Sub-Total:	\$99.39
A2544	Dog Licensing	Female, Spayed	20	100.00
		Female, Unspayed	2	36.00
		Male, Neutered	23	115.00
		Male, Unneutered	3	54.00
			Sub-Total:	\$305.00
B2110	Building & Zoning	Building Permit	5	380.00
			Sub-Total:	\$380.00
B2130	Solid Waste	Garbage Bag	367	722.00
		Transfer Sta. 10.00	16	160.00
		Transfer Sta. 5.00	6	30.00
			Sub-Total:	\$912.00

Total Local Shares Remitted:	\$1,766.39
-------------------------------------	-------------------

Amount paid to: N Y State Department Of Health	90.00
Amount paid to: NYS Ag. & Markets for spay/neuter program	58.00
Amount paid to: NYS Environmental Conservation	160.61

Total State, County & Local Revenues:	\$2,075.00
--	-------------------

Total Non-Local Revenues:	\$308.61
----------------------------------	-----------------

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



Town Clerk

Date

Cash Receipts Report

From: 05/01/2016 To: 05/30/2016

For User: All

4

Payment Date: 05/06/2016

Module: Permit

Transaction: BP-0006-2016

Type: Permit App

Payor: Mark J. Giovino

Payment Amount: \$85.00

Payment Type:

Payment #:

Payment Detail:

Check

00127

\$85.00

Fee Type	Fee Amount
Remodel-Habitable Space	\$85.00

Permit Group Totals: \$85.00

05/06/2016 Group Totals: \$85.00

Payment Date: 05/11/2016

Module: Permit

Transaction: BP-0007-2016

Type: Permit App

Payor: James W Pocock

Payment Amount: \$25.00

Payment Type:

Payment #:

Payment Detail:

Check #2151

00128

\$25.00

Fee Type	Fee Amount
Swimming Pool Insp	\$25.00

Permit Group Totals: \$25.00

05/11/2016 Group Totals: \$25.00

Payment Date: 05/14/2016

Module: Permit

Transaction: BP-0008-2016

Type: Permit App

Payor: james starowitz

Payment Amount: \$25.00

Payment Type:

Payment #:

Payment Detail:

Check #1572

00129

\$25.00

Fee Type	Fee Amount
Swimming Pool Insp	\$25.00

Permit Group Totals: \$25.00

05/14/2016 Group Totals: \$25.00

Payment Date: 05/17/2016

Module: Permit

Transaction: BP-0009-2016

Type: Permit App

Payor: frank page

Payment Amount: \$45.00

Payment Type:

Payment #:

Payment Detail:

Cash

00130

\$45.00

Fee Type	Fee Amount
Remodel-Habitable Space	\$45.00

Permit Group Totals: \$45.00

05/17/2016 Group Totals: \$45.00

Payment Date: 05/26/2016

Module: Permit

Module: Permit

Transaction: SD-2016-001

Type: Permit App

4

Payor: charlie cook

Payment Amount: \$200.00

Payment Type:

Payment #:

Payment Detail:

Check #1074

00131

\$200.00

Fee Type	Fee Amount
Minor Subdivision Fee	\$50.00
Public Hearing Fee	\$50.00
Recreation Site Waiver	\$100.00

Permit Group Totals: \$200.00

05/26/2016 Group Totals: \$200.00

Totals:	
Check	\$335.00
Cash	\$45.00
Grand Total:	\$380.00

4

Permit Report By Type

05/01/2016 - 05/30/2016

Permit Type

Permit #	Applicant	Parcel Location	SBL#	Issued	Valuation	Fee Amount
Res-Remodel						
BP-0006-2016	Mark J. Giovino	7609 Townline Rd	12.-1-80	05/06/2016	0.00	85.00
BP-0009-2016	Robyn Brookhart	7327 Cook Rd	9.-1-81	05/17/2016	0.00	45.00
Res-Remodel Total:						2
Amount Totals:					0.00	130.00
Res-Swimming Pool						
BP-0007-2016	James Pocock	6839 Pocock Rd	10.-2-49	05/11/2016	0.00	25.00
BP-0008-2016	james starowitz	6266 West Sweden Rd	11.-1-4.11	05/14/2016	0.00	25.00
Res-Swimming Pool Total:						2
Amount Totals:					0.00	50.00
Subdivision						
SD-2016-001	Robyn Brookhart	7327 Cook Rd	9.-1-81	05/26/2016	0.00	200.00
Subdivision Total:						1
Amount Totals:					0.00	200.00
Permit Grand Total:						5
Amount Grand Totals:					0.00	380.00



5

2016 Summer Planning and Zoning Schools - Tentative Agenda

Town of Hyde Park (Dutchess County)

Friday, July 29

Wallace Center @ FDR Library and Museum

4079 Albany Post Road, Hyde Park, NY 12538

- Case Law Update
- Planning and Zoning for Affordable Housing: What Works, What Doesn't
- Comprehensive Plans: Incorporating Sustainability
- Planning Breakout – Site Plan & Special Use Permit Review
- Zoning Breakout – Use and Area Variances: How to Apply the Proper Criteria

Town of Colonie (Albany County)

Wednesday, August 3

Century House

997 New Loudon Road (Route 9), Latham, NY 12110

- Case Law Update
- Planning & Zoning for Small-scale Solar and Wind Energy Facilities
- Agricultural Land Preservation: Zoning, Conservation Easements/Development Rights Purchase
- Planning Breakout – Basics of the SEQR Process for New Board Members
- Zoning Breakout – The Substance and Procedure of Interpreting Zoning Provisions

City of Corning (Steuben County)

Friday, August 5

Radisson Hotel

125 Denison Parkway East, Corning, NY 14830

- Regulating Short Term Vacation Rentals
- Case Law Update
- Agritourism
- Planning Breakout – TBA
- Zoning Breakout – The Substance and Procedure of Interpreting Zoning Provisions

City of Batavia (Genesee County)

Friday, August 12

Quality Inn & Suites Palm Island

8250 Park Road, Batavia, NY 14020

- Regulating Short Term Vacation Rentals
- Case Law Update
- Form Based Codes
- Planning Breakout – TBA
- Zoning Breakout – The Substance and Procedure of Interpreting Zoning Provisions

05/31/16
DSE



5

2016 PLANNING AND ZONING SUMMER SCHOOLS REGISTRATION FORM

Name _____
Title _____
Municipality or Organization _____
Address _____
City, State, Zip _____
E-mail Address _____
Phone () _____

SCHOOLS

(Please check the school you will attend)

Town of Hyde Park (Dutchess County) _____
Friday, July 29, 2016
Wallace Center @ FDR Library and Museum
4079 Albany Post Road
Hyde Park, NY 12538

Town of Colonie (Albany County) _____
Wednesday, August 3, 2016
Century House
997 New Loudon Road (Route 9)
Latham, NY 12110

City of Corning (Steuben County) _____
Friday, August 5, 2016
Radisson Hotel
125 Denison Parkway East
Corning, NY 14830

City of Batavia (Genesee County) _____
Friday, August 12, 2016
Quality Inn & Suites Palm Island
8250 Park Road
Batavia, NY 14020

FEES

The Association of Towns and the Planning Federation offer reduced registration prices to their respective members:

- Member Registration: \$80.00 (pre-reg); \$90.00 (at the door) _____
- Non-Member Registration: \$100.00 (pre-reg); \$120.00 (at the door) _____

PAYMENT INFORMATION

Online Registration

We encourage you to register online for these schools as space is limited. Online registration can be done at www.nytowns.org. We accept ONLY Visa or Mastercard.

Mail-In Registration

Check enclosed in the amount of \$ _____
(Make checks payable to Association of Towns of the State of New York)

Mail this completed registration form to:
Association of Towns of the State of New York
150 State Street
Albany, New York 12207

Registration includes: materials, breakfast and lunch.
On-site registration opens at 8:30 AM, classes begin at 9:15 AM and end at 3:45 PM. Each location/date will provide a total of 5 credit hours of training.

Cancellation Notice

For refunds to be given, notice of cancellation must be received 10 days prior to event, less a \$10 processing fee. NO REFUNDS after that deadline.

Questions

Please contact the Planning Federation at (518)512-5270 or Patty Kebea at AOT (518) 465-7933 with any questions or concerns.

6



Genesee County Legislature

Old Courthouse
7 Main Street
Batavia, New York 14020-3199
(585) 344-2550 Ext. 2202
Fax: (585) 345-3078

Raymond F. Cianfrini, Chair
Marianne Clattenburg, Vice Chair
Robert Bausch, 2nd Vice Chair

Pamela LaGrou, Clerk
pam.lagrou@co.genesee.ny.us

LEGISLATORS

Raymond F. Cianfrini	Dist. 1
Robert Bausch	Dist. 2
Michael Davis	Dist. 3
Andrew Young	Dist. 4
Rochelle Stein	Dist. 5
Gregg Torrey	Dist. 6
John Deleo	Dist. 7
Marianne Clattenburg	Dist. 8
Edward DeJanelro, Jr.	Dist. 9

NOTICE IS HEREBY GIVEN, That there has been introduced before the Legislature of the County of Genesee, New York, A Local Law Introductory No. Three, Year 2016 in relation to amending the Genesee County Mutual Self Insurance Plan.

Notice is further given that the Genesee County Legislature will conduct a Public Hearing on proposed Local Law Introductory No. Three, Year 2016 at the Old Courthouse, 7 Main Street, Batavia, New York on the 8th day of June, 2016 at 5:30PM. All interested persons will be heard.

Pamela LaGrou, Clerk
Genesee County Legislature
May 26, 2016

RESOLUTION NO. 188

**SETTING PUBLIC HEARING INTRODUCTORY
LOCAL LAW NO. THREE- YEAR 2016- APPROVAL
OF**

Legislator Clattenburg offered the following resolution:

WHEREAS, There is hereby introduced to the Genesee County Legislature a proposed Local Law entitled: "LOCAL LAW INTRODUCTORY NO. 3, YEAR 2016, AMENDING LOCAL LAW NUMBER FOUR OF THE YEAR 2012, AS SUBSEQUENTLY AMENDED BY LOCAL LAW NO. ONE OF THE YEAR 1956, AS SUBSEQUENTLY AMENDED BY LOCAL LAW NO. TWO OF THE YEAR 1962, LOCAL LAW NO. ONE OF THE YEAR 1966, LOCAL LAW NO. ONE OF THE YEAR 1972, LOCAL LAW NO. TWO OF THE YEAR 1974, LOCAL LAW NO. TWO OF THE YEAR 1977, LOCAL LAW NO. TWO OF THE YEAR 1981, LOCAL LAW NO. FOUR OF THE YEAR 1981, LOCAL LAW NO. THREE OF THE YEAR 1998 AND LOCAL LAW NO. FOUR OF THE YEAR 1999 IN RELATION TO THE GENESEE COUNTY MUTUAL SELF INSURANCE PLAN", and

WHEREAS, Subdivision 5 of Section 20 of the Municipal Home Rule Law requires a Public Hearing to be held on such Local Law. Now, therefore, Be it

RESOLVED, That a Public Hearing shall be held on the Proposed Local Law Introductory No. Three, Year 2016 on Wednesday, June 8, 2016 at 5:30pm at the Genesee County Courthouse, 7 Main Street, Batavia, New York

Budget Impact: None

Legislator Stein seconded the resolution which was adopted by 326 votes.

State of New York

County of Genesee

I hereby certify that the foregoing is a true and correct transcript of a resolution duly

adopted by the Genesee County Legislature on the 25th day of May 2016.

Dated, Batavia, New York

May 26, 2016


Clerk of the Genesee County Legislature

May 26, 2016

Dear Municipal Official:

As part of a national transaction, Charter Communications, Inc. ("Charter") combined with Time Warner Cable Inc. ("TWC") and Bright House Networks, LLC ("BHN") into a single company, "New Charter." Prior to the close of the transaction, the entity that held the cable franchise in your community was an indirect, wholly owned subsidiary of TWC. Upon completing the merger on May 18, 2016, your cable franchisee is now an indirect, wholly owned subsidiary of New Charter. New Charter has assumed the name Charter Communications, Inc.

Charter markets its products and services under the brand name "Spectrum." In the coming weeks and months, you will learn more about Charter and its Spectrum services. Spectrum is the fastest-growing TV, Internet, and Voice provider in the United States, serving more than 24 million customers nationwide in 41 states across the country. As the second largest cable company in America, we have over 90,000 employees working every day to deliver the highest-quality products, more value, and better service to our customers. Charter is well known for its customer-focused and friendly operational practices, network investment, and product and pricing strategies.

While ultimate ownership and control of your cable franchisee has changed, the actual entity that holds the cable franchise in your community remains the same and no further action is required on your part. All of us at Charter are excited about serving your community and we look forward to working with you closely in the future to bring many new service enhancements to your residents. If you have any questions please give me a call at 585-756-1326 or send an email to me at chris.mueller@charter.com. Thank you.

Sincerely,



Chris Mueller
Director, Government Affairs
Charter Communications



FROM THE DESK OF TOM RUTLEDGE, CEO

8

Dear Donald Cunningham,

You may have heard the exciting news. Charter Communications has completed the transaction with Time Warner Cable, and soon you will get to know us by our new name, Spectrum. As the Chief Executive Officer for the company, I can assure you that we are committed to bringing you the most advanced products and services for your business. Our state-of-the-art, all digital network is capable of delivering all your bandwidth and communication needs well into the future.

At Spectrum, we are working hard to redefine what a cable company can be. You will soon have access to the most advanced, fiber-rich network in the nation. In addition to improving service and reliability, we believe you deserve the best possible customer service, which is why we're bringing over 10,000 outsourced customer service jobs back to the United States.

Here are answers to some of the questions you might have:

Who is Spectrum?

We are proud to be the fastest-growing TV, Internet and Voice provider in the United States, serving more than 24 million customers, from New York to California to Florida. As the second largest cable company in America, we have over 90,000 employees working every day to deliver the highest-quality products, more value and better service.

What does this mean for me?

Exciting changes are in the works, but for the time being, your services will remain unchanged. In the coming months you'll hear more from us as it relates to network, product and service improvements. Whether it is new ways to enjoy more shows with unrivaled picture quality, better service, or faster Internet speeds, we cannot wait to show you what's next.

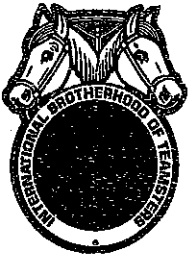
What if I still have questions?

We are here to help. You can visit spectrum.com/merger for more information.

Welcome to Spectrum,

A handwritten signature in black ink, appearing to read "Tom Rutledge".

DSC
5/31/16



9

TEAMSTERS LOCAL UNION NO. 264

Affiliated with the International Brotherhood of Teamsters

Main Office

35 Tyrol Drive
Cheektowaga, NY 14227

Phone: (716) 668-8007
Toll Free: (800) 773-9115
Fax: (716) 668-8122

June 1, 2016

Donald S. Cunningham, Supervisor
Town of Bergen
45 Rochester St.
Bergen, NY 14416

Dear Supervisor Cunningham:

Please accept this letter as our one hundred eighty (180) day notice of our intent to amend the present Collective Bargaining Agreement between the Town of Bergen and Teamsters Local #264 in accordance with Article 26, Term of Agreement and Future Negotiations.

Kindly at your earliest convenience, call our office to set up a suitable date and time to begin negotiations.

Thank you.

Sincerely,

Mark W. Boling
Teamsters Local #264
Business Agent

06/04/16
DSE



June 8, 2016

Town of Bergen, NY
Hon. Donald Cunningham, Supervisor
10 Hunter St.
Bergen, NY 14416

**Re: Median Household Income Survey(s) for Option 1 “All Areas” or Option 2
“Southwest Area”**

Supervisor Cunningham:

This letter of agreement serves to outline the terms under which G&G Municipal Consulting and Grant Writing (hereinafter referred to as “G&G”) would perform services for the Town of Bergen (“the Town”) and the reciprocating responsibilities to be provided by the Town to ensure success of the project.

PURPOSE

G&G shall conduct an Income Survey (“survey”) to determine the Median Household Income (MHI) of the proposed service areas.

The MHI is used by State and Federal programs such as USDA Rural Development (RD) and NYS Clean Water State Revolving Fund (CWSRF) to assess funding program eligibility.

DELIVERABLES

G&G will perform the following:

1. If necessary, attend at least one village meetings to explain the purpose and benefits of the survey, explain the survey form, outline the survey strategy, and answer questions.
2. Obtain survey authorization from USDA
3. Draft the survey per State and Federal guidelines and confidentiality mandates.
4. Prior to distribution, G&G will randomly number each survey with the correlated address so that households will not be resurveyed.
5. Conduct and coordinate the survey mailing. Each mailing to all known households in the service area will include a cover letter (approved by the Village), the survey form, and a self-addressed stamped envelope (SASE).
6. **If necessary, conduct four (4) or fewer door to door canvassing events of non-respondents to ensure the necessary return rate percentage (per state and federal guidelines) is achieved. G&G firmly believes the only way to obtain a favorable MHI is by going door to door.**
7. Tabulate all survey returns to calculate the MHI and LMI.



8. Provide to the Town and the USDA, a findings summary, letter report, survey methodology, and any other documentation required by the funding agencies.

Town Responsibilities:

1. Provide a master list of all residences in the survey area in spreadsheet format.
2. Promote and advertise that G&G is performing the survey and urge all residents receiving a survey to accurately complete and return the survey form in a timely manner. The survey will be noted at Town meetings, posted in Town offices, local print and/or other methods as appropriate. G&G will provide a sample press release.
3. Review and revise as appropriate, the draft cover letter created by G&G promoting the purpose and importance of the survey. The cover letter will be on Town letterhead and used with the mailing of the survey.
4. The Town will provide the necessary postage for the survey mailing and the return envelopes.
5. Assist G&G with suggestions to maximize response efficiency.

COST

There are approximately 336 households in Option 1 and approximately 149 households in Option 2. This quote will tentatively be based on the number of households provided. I will adjust this preliminary quote as necessary. **Survey costs are fully reimbursable if grant funding is successful.**

336 homes require a 50% response rate while 149 houses require a 72% response rate. Option 2 response rate may necessitate a greater level of door to door canvassing.

Option 1

\$3200.00 + postage

Option 2

\$2200.00+ postage

Thank you for your consideration. I look forward to being of service to you and your municipality. Please don't hesitate to contact me with any questions.

Respectfully,
Jay Grasso

The Town of Bergen represents and warrants G&G Municipal Consulting and Grant Writing, that the individual executing this Letter of Agreement on behalf of the Town is duly authorized to execute and deliver this agreement, and that the terms enclosed are binding on the Town.

TERMS:

30% down

70% upon completion

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Agreement as of the date of its signing.

Town of Bergen, NY

By: _____ (print) _____ (signature)

Date: _____

Title: _____

G&G Municipal Consulting and Grant Writing

By: _____ (print) _____ (signature)

Date: _____