

**Town Board Meeting
Town of Bergen
November 14, 2017**

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 – Oct. 24th., 2017 and Nov. 8th. 2017 Public Hearing

IV Communications:

1. Supervisors Report for October 2017
2. Summary Spreadsheets for October 2017
3. Town Clerks Report for October 2017
4. ZEO/CEO Report for October 2017
5. Request for Proclamation from the Town of Amherst
6. Sample Resolution for Official Undertaking for Tax Collector
7. Sample Resolution for adopting the Town of Bergen Social Media Policy

V Board Members' items for addition to the agenda

VI Reports:

-Zoning / Code Enforcement

-Highway

-Committees

-Buildings, Grounds & Facilities

-Parks

- Review / Discuss Proposal from G.V.E.P. Conservation Class

-Local History & Museum

-Policies & Personnel

VII Old Business:

- Approval of Resolution to adopt the Town of Bergen Social Media Policy

VIII New Business:

- Discuss / Approve Proclamation for Town of Amherst

- Discussion / Acceptance of Justice Court Records from 2016

- Approval of Resolution Approving Official Undertaking for Tax Collection Officer

- Adoption of Local Law # 1 of 2017

- Adopt 2017 Preliminary Budget as Final Budget

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 Meeting, Tuesday Nov. 28th. 7:00 pm in the Courtroom.

XI Adjournment

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TOWN OF BERGEN
MONTHLY REPORT OF SUPERVISOR
October 2017

FUND #	No.	FUND	9/30/2017			10/31/2017	
			BALANCES	Increases	Decreases	BALANCES	
A	GENERAL TOWNWIDE	200	CASH - CHECKING	235,506.27	22,628.06	13,869.93	244,264.40
		201	CASH - SAVINGS	272,996.37	217,108.08	48,226.35	441,878.10
		231	CASH - CASH RESERVE	-	-	-	-
		TOTAL	508,502.64 ✓	239,736.14	62,096.28	686,142.50 ✓	
B	GENERAL OUTSIDE VILLAGE	200	CASH - CHECKING	4,416.91	3,965.47	3,965.47	4,416.91
		201	CASH - SAVINGS	512,437.15	11,707.49	7,733.66	516,410.98
		TOTAL	516,854.06 ✓	15,672.96	11,699.13	520,827.89 ✓	
DB	HIGHWAY OUTSIDE VILLAGE	200	CASH - CHECKING	97,839.60	48,566.73	48,566.73	97,839.60
		201	CASH - SAVINGS	151,513.37	-	73,844.55	77,668.82
		TOTAL	249,352.97 ✓	48,566.73	122,411.28	175,508.42 ✓	
SM	FIRE DISTRICT	200	CASH - CHECKING	-	-	-	-
		201	CASH - SAVINGS	2,576.01	-	-	2,576.01
		TOTAL	2,576.01 ✓	-	-	2,576.01 ✓	
SWA	DEBT SERVICE 2	200	CASH - CHECKING	-	-	-	-
		201	CASH - SAVINGS	80,558.80	-	-	80,558.80
		TOTAL	80,558.80 ✓	-	-	80,558.80 ✓	
SWB	DEBT SERVICE 3	200	CASH - CHECKING	-	-	-	-
		201	CASH - SAVINGS	41,512.69	-	-	41,512.69
		TOTAL	41,512.69 ✓	-	-	41,512.69 ✓	
VA	TOWN HALL RELOCATION	200	CASH - CHECKING	-	-	-	-
		201	CASH - SAVINGS	45,015.49	-	-	45,015.49
		TOTAL	45,015.49 ✓	-	-	45,015.49 ✓	
VB	PEACHEY RD WATER DISTRICT	200	CASH - CHECKING	-	-	-	-
		201	CASH - SAVINGS	34,875.76	-	-	34,875.76
		TOTAL	34,875.76 ✓	-	-	34,875.76 ✓	
TA	TRUST & AGENCY	200	CASH - CHECKING	46,204.23	55,518.94	53,721.16	48,002.01
		TOTAL	46,204.23 ✓	55,518.94	53,721.16	48,002.01 ✓	
L	LIBRARY	200	CASH - CHECKING	-	6,658.35	6,658.35	-
		201	CASH - SAVINGS	166,907.82	400.00	21,739.26	145,568.56
		231	CASH - MONEY MARKET	20,801.99	-	-	20,801.99
		TOTAL	187,709.81 ✓	7,058.35	28,397.61	166,370.55 ✓	
TOTAL ALL FUNDS			1,713,162.46 ✓	366,553.12	278,325.46	1,801,390.12 ✓	

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:

October 2017

Donald S. Cuyler 11/13/17

 Date Date

Town Of Bergen Bank Reconciliation

Month: October 2017

FUND	A		B		DB		SM		SVA		SWB		VA		VB	
	Townwide		Outside Village		Hwy Outside Village		Fire District		Water District		Peachey/Water District		Payroll Rec.		Peachey Water District	
Fund Balance																
Operating (BOC 9970)	\$ 337,762.78	\$ 235,506.27	\$ 4,416.91	\$ 97,839.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll (BOC 9988)	\$ 46,204.23											\$ 46,204.23				
Savings (BOC 4277)	\$ 1,329,195.45	\$ 272,998.37	\$ 512,437.15	\$ 151,513.37	\$ 2,576.01	\$ 80,558.80	\$ 41,512.69	\$ 187,709.81	\$ 45,015.49	\$ 34,875.76						
Rec/Park Res	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total All	\$ 1,713,162.46	\$ 508,502.64	\$ 516,854.06	\$ 249,352.97	\$ 2,576.01	\$ 80,558.80	\$ 41,512.69	\$ 187,709.81	\$ 45,015.49	\$ 34,875.76						
SAVINGS																
Deposits	\$ 2,375.02	\$ 565.02	\$ 1,810.00													
Town Clerk (Sept)																
Verizon Wireless Refund																
Justices (Sept)	\$ 16,822.00	\$ 16,822.00														
Franchise Fees	\$ 9,887.49	\$ 9,887.49														
Grant Writing-Library																
Sales Tax (3rd Qtr)	\$ 184,586.96	\$ 184,586.96														
County Mowing																
Americorp Refund	\$ 400.00					\$ 400.00										
Library Fines																
Library Donations																
State Aid - Library																
Library Payroll Reimb		\$ 15,080.91														
Closed Library Accts																
Total Deposits	\$ 214,081.47	\$ 217,054.89	\$ 11,707.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ 53.19	\$ 53.19														
Trans to Operating	\$ 81,818.61	\$ 22,628.06	\$ 3,965.47	\$ 48,566.73	\$ -	\$ -	\$ -	\$ 6,658.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trans to Payroll	\$ 54,644.30	\$ 25,598.29	\$ 3,768.19	\$ 25,277.82												
Debt Serv Payment	\$ -	\$ -	\$ -	\$ -												
Interfund Transfer	\$ -	\$ -	\$ -	\$ -												
ACCT BAL	\$ 1,406,867.20	\$ 441,878.10	\$ 516,410.98	\$ 77,668.82	\$ 2,576.01	\$ 80,558.80	\$ 41,512.69	\$ 166,370.55	\$ 45,015.49	\$ 34,875.76						
OPERATING																
TRANSFERS IN	\$ 81,818.61	\$ 22,628.06	\$ 3,965.47	\$ 48,566.73	\$ -	\$ -	\$ -	\$ 6,658.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Void cleft2842	\$ -	\$ -	\$ -	\$ -												
NYS Pre Capita Aid (AIM)	\$ -	\$ -	\$ -	\$ -												
Interest	\$ -	\$ -	\$ -	\$ -												
DISBURSMENTS																
Abstract 10	\$ 58,858.10	\$ 11,053.09	\$ 3,965.47	\$ 37,181.19				\$ 6,658.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pre pay	\$ 14,202.38	\$ 2,816.84	\$ -	\$ 11,385.54												
Pre pay	\$ -	\$ -	\$ -	\$ -												
Total Disb	\$ 73,060.48	\$ 13,869.93	\$ 3,965.47	\$ 48,566.73	\$ -	\$ -	\$ -	\$ 6,658.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ACCT BAL	\$ 346,520.91	\$ 244,284.40	\$ 4,416.91	\$ 97,899.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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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	Genealogy	1	11.00
	Conservation	Conservation	15	48.98
			Sub-Total:	\$59.98
A2544	Dog Licensing	Female, Spayed	23	115.00
		Female, Unspayed	3	54.00
		Male, Neutered	20	100.00
		Male, Unneutered	5	90.00
	Senior Discount	Senior Discount	7	-21.00
			Sub-Total:	\$338.00
B2110	Building & Zoning	Building Permit	1	55.00
		Zoning	2	60.00
			Sub-Total:	\$115.00
B2130	Solid Waste	Garbage Bag	309	927.00
		Transfer Sta. 10.00	5	50.00
		Transfer Sta. 20.00	6	120.00
		Transfer Sta. 5.00	1	5.00
			Sub-Total:	\$1,102.00
Total Local Shares Remitted:				\$1,632.48

Amount paid to: N Y State Department Of Health _____ 22.50
 Amount paid to: NYS Ag. & Markets for spay/neuter program _____ 67.00
 Amount paid to: NYS Environmental Conservation _____ 891.02

Total State, County & Local Revenues: \$2,613.00 **Total Non-Local Revenues: \$980.52**

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.

Michele M. Smith 11/1/17
 Town Clerk Date

 Supervisor Date

Cash Receipts Report

10/30/2017
8:15:22PM

From: 10/01/2017 To: 10/30/2017

For User: All

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Payment Date: 10/09/2017

Module: Permit

Transaction: BP-0031-2017

Type: Permit App

Payor: Dale J Fisher

Payment Amount: \$85.00

Payment Type:

Payment #:

Payment Detail:

Check #3385

00000186

\$85.00

Fee Type	Fee Amount
Acc Structure	\$55.00
Zoning Permit	\$30.00

Permit Group Totals: \$85.00

10/09/2017 Group Totals: \$85.00

Payment Date: 10/17/2017

Module: Permit

Transaction: BP-0032-2017

Type: Permit App

Payor: Judydel Hinkson

Payment Amount: \$30.00

Payment Type:

Payment #:

Payment Detail:

Check #545

00000187

\$30.00

Fee Type	Fee Amount
Zoning Permit	\$30.00

Permit Group Totals: \$30.00

10/17/2017 Group Totals: \$30.00

Totals:	
Check	\$115.00
Grand Total:	<u><u>\$115.00</u></u>

Printed : October 30, 2017

Town of Bergen

Permit Monthly Report

From : October 01, 2017 To : October 30, 2017

<u>Document #</u>	<u>Issue Date</u>	<u>Owner</u>	<u>Document Type</u>	<u>Property Location</u> <u>SBL</u>	<u>Valuation</u>	<u>Amount</u>
October BP-0031-2017	10/9/2017	Dale Fisher	Res-Acc Structure	7445 South Lake Rd 17-1-19.2	\$0.00	\$85.00
BP-0032-2017	10/17/2017	Judydel Hinkson	Res-Acc Structure	8485 Peachey Rd 7-1-6	\$0.00	\$260.00
October Total :					\$0.00	\$115.00
Reporting Period Total:					\$0.00	\$115.00
Year-to-Date :					\$0.00	\$2,490.00

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**AMHERST BICENTENNIAL
COMMISSION MEMBERS**

Dave Sherman - Co-Chairman
Herbert Schmidt - Co-Chairman
Susan Grelick - Secretary
Douglas Kohler
Julianna Woite

October 17, 2017

RE: Request for Proclamation for the Town of Amherst, New York on the occasion of the commemoration of the 200th Anniversary of the founding of the Town of Amherst

Dear *John Clerk Smith* -

The Town of Amherst, New York will celebrate its Bicentennial next year. The Amherst Bicentennial Commission is planning a year filled with celebrations to commemorate the founding of the Town of Amherst 200 years ago.

The Town of Amherst will officially kickoff the Bicentennial on January 1, 2018 with a gigantic Birthday Cake and the reading of Proclamations and Greetings from elected officials and municipalities throughout the world. It is the hope of the Bicentennial Commission to collect 200 Proclamations and/or Greetings to help celebrate 200 years!!

The Commission is requesting a proclamation and/or greeting from your office to be presented at the kick-off celebration on January 1, 2018 at the Amherst Town Hall. I have enclosed a sample Proclamation.

Please send the proclamation to Susan Grelick, 76 HARBRIDGE MANOR, WILLIAMSVILLE, NY 14221. If you have any questions please feel free to contact me at susangrelick@gmail.com

Thank you for your assistance in recognizing the Town of Amherst as it prepares to celebrate this special anniversary.

Sincerely,

Susan Grelick
Secretary
Amherst Bicentennial Commission

10/25/17
DSE

SAMPLE PROCLAMATION

COMMEMORATING the 200th Anniversary of the Town of Amherst, New York

WHEREAS, The Town of Amherst, New York celebrates its Bicentennial in the year of 2018 and it is fitting to recognize the Town of Amherst on the occasion of this special milestone and to applaud its distinguished history; and

WHEREAS, The Town of Amherst was officially created on April 10, 1819 from part of the town of Buffalo (later known as the city of Buffalo), has a total area of 53.28 square miles, is the largest Town in Erie County, New York and includes the Village of Williamsville as well as the hamlets of Eggertsville, Getzville, Snyder, Swormville and East Amherst; and

WHEREAS, In the nineteenth century Amherst was a prosperous farming community with seven grist mills, several saw mills, a tannery and boot and shoe factory and two forges with commercial activity centered in Williamsville; and

WHEREAS, The Town grew from being primarily a farming community to an urban community in the twentieth century with the creation of new subdivisions, the building of the University of Buffalo Campus in Amherst and the location of the Millard Fillmore Suburban Hospital within the Town; and

WHEREAS, The Town today is comprised of 125,000 residents and provides many facilities and attractions including: a four rink recreational facility that attracts national and international ice tournaments, a state of the art senior center, three libraries, and a State Park; and

WHEREAS, The Town of Amherst will proudly mark its 200th Anniversary with a series of celebrations throughout its Bicentennial Year, beginning on January 1, 2018 with a 200th Birthday Party, and continuing with a gigantic Parade, historic walking tours, slogan contest, Interclub Service Club Luncheon and gala Bicentennial Ball; and

WHEREAS, In recognition of the Town of Amherst's rich history and enduring contributions, it is indeed an honor to pay tribute to this Town upon the occasion of its Bicentennial; now, therefore, be it

THE TOWN OF BEAVER NEW YORK CONGRATULATES

RESOLVED, That ~~congratulations are sent to~~ the Town of Amherst on their Bicentennial and the Town and its residents are to be enthusiastically recognized as they celebrate this auspicious occasion; and be it further

RESOLVED, That a copy of this Resolution, suitably engrossed, be transmitted to the Town of Amherst Bicentennial Commission.

TOWN OF BERGEN

* ESTABLISHED APRIL 2, 1813 *

P.O. BOX 249
10 HUNTER STREET
BERGEN, NY 14416

PHONE: (585) 494-1121 * FAX: (585) 494-4372 * NYS TDD 1-800-662-1220



SUPERVISOR

DONALD S. CUNNINGHAM

COUNCILMEN

BRIAN STONE, DEPUTY SUPERVISOR

ERNEST HAYWOOD

MARK ANDERSON

TOWN CLERK/TAX COLLECTOR

MICHELE M. SMITH

JUSTICES

JOSEPH NENNI

ROBERT SWAPCEENSKI

ZONING & CODE ENFORCEMENT OFFICER

DAVID MASON

COUNCILWOMAN

BELINDA GRANT

SUPERINTENDENT OF HIGHWAYS

MIKE JOHNSON

ASSESSOR

RHONDA SAULSBURY

**APPROVAL OF OFFICIAL UNDERTAKING
FOR TAX COLLECTION OFFICER
APPROVAL OF THE BERGEN TOWN BOARD
RESOLUTION # 2017**

We, the undersigned members of the Town Board of the Town of Bergen, County of Genesee, State of New York, do hereby approve the attached undertaking or bond as to its form, manner of execution, amount and sufficiency thereof, and to the sureties named thereon. Said undertaking or bond shall be conditioned that the collector of the taxes shall well and truly keep, pay over and account for all moneys and property coming into Tax Collector, Michele M. Smith's hand as such collector.

Town of Bergen Resolution to Adopt the Town of Bergen Social Media Policy

2017 Resolution No. _____

WHEREAS, the Town of Bergen wishes to convey information to members of the public via social media, and

WHEREAS, the intended use of social media sites is to disseminate information from the Town about the Town's mission, meetings, activities, and current issues to members of the public, and

WHEREAS, the Town of Bergen has an interest in protecting the information posted on its social media sites and the content attributed to the Town, and

WHEREAS, the Town of Bergen wishes to establish guidelines for content and use of social media;

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Bergen hereby adopts a **Town of Bergen Social Media Policy**.

The following is a true and accurate record of votes cast for this resolution.

Supervisor Donald Cunningham	_____
Deputy Supervisor / Councilman Brian Stone	_____
Councilman Ernest Haywood	_____
Councilman Mark Anderson	_____
Councilwoman Belinda Grant	_____

TOWN OF BERGEN SOCIAL MEDIA POLICY

Policy purpose:

This Social Media Policy (the "Policy") provides guidelines for the establishment and use by the Town of Bergen ("Town") of social media as a means of conveying information to members of the public. The Town of Bergen has an overriding interest in protecting the information posted on its social media sites and the content attributed to the Town, including its elected and nonelected officials and personnel.

The intended purpose of the Policy is to:

- A. Disseminate information from the Town about the Town's mission, meetings, activities, and current issues to members of the public via various Internet channels.
- B. Make public information more readily available, thereby encouraging greater public understanding of, and participation in the Town's governance.
- C. Provide access to forms of electronic communication and e-commerce functions to enhance the traditional walk-in experience to our Town's departments.
- D. Inform residents and visitors about government services and local attractions.
- E. Use emerging technology to enhance Town services.
- F. To further enhance the Town of Bergen's messaging and news delivery systems.

Definition of Social Media

Social Media includes internet and mobile-based tools for sharing information. This information may take the form of:

- A) Facebook
- B) Twitter
- C) Podcasts
- D) Forums
- E) Message boards
- F) Photos
- G) Videos
- H) Real-time communications (Video chat)

Content policy:

The Town of Bergen social media channels will serve to outsource news of the Town of Bergen only. Any comments and/or questions or additional information on content posted to social media sites shall be directed to the Town Clerk.

General policy:

This policy shall apply to all Town departments, agencies as well as affiliated and non-affiliated governmental or non-governmental boards, organizations, or groups.

The establishment of any Town of Bergen social media site is subject to prior approval by the Town of Bergen Town Board

The Town Clerk or another person designated by the Town Board shall maintain and update content and information to be posted on social media sites.

The Town of Bergen shall use social media sites as consistently as possible and in conjunction with other established Town of Bergen communication tools

The Town of Bergen reserves the right to terminate any Town of Bergen social media site at any time without notice.

Town of Bergen social media sites shall comply with use rules and regulations required by the site provider, including privacy policies as well any applicable federal, state, and county laws, rules, regulations and policies.

All persons representing the Town of Bergen on Town of Bergen social media sites shall conduct themselves at all times as professional representatives of the Town of Bergen and in a manner consistent with all Town of Bergen policies.

All Town of Bergen social media sites shall use authorized Town of Bergen contact information for account setup, monitoring and access.

Town of Bergen social media sites may contain content including, but not limited to, advertisements or hyperlinks over which the Town of Bergen has no control. The Town of Bergen does not endorse any hyperlink or advertisement placed on Town of Bergen social media sites by the social media site's owners, vendors, or partners.

The Town of Bergen reserves the right to change, modify, or amend all or part of this policy at any time.

Content guidelines:

- A. Postings must contain information that is freely available to the public and not be confidential as defined by any Town of Bergen policy state or federal law.
- B. Postings may not contain any personal information, except for the names of employees whose job duties include being available for contact by the public.
- C. **All postings shall be subject to review and approval by the Town.** This includes, but is not limited to, information, articles, pictures, videos or any other form of communication that is posted on a Town of Bergen social media site.
- D. **Social Media content shall be factual and accurate.**

- E. Use of Social Media shall be consistent with transparency and openness.**
- F. Erroneous or inaccurate material shall be corrected as soon as possible.**
- G. Content shall be tailored to protect citizen privacy.**
- H. Content shall not act to endorse or advertise any business.**
- I. Content shall be topically relevant to the Town.**
- J. Content may not be used to solicit or promote any religious, political or personal causes.**

Except as expressly provided in this policy, accessing any social media site shall comply with all applicable Town of Bergen policies pertaining to communications and the use of the internet by employees, including e-mail content.