

**Organizational Meeting
Town of Bergen
January 3, 2017**

I Call to order – 7:00 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 2017 TOWN BOARD APPOINTMENTS:

Zoning/Code Enforcement Officer	David Mason
Building Inspector	David Mason
Constable	John Lanphear
Constable	Richard Ayres
Constable	Mark Holley
Historian	Thomas M. Tiefel
Attorney for the Town	Daniel S. Bryson
Deputy Attorney for the Town	John Refermat
Solid Waste Coordinator	Mike Johnson
Engineer for the Town	Paul Chatfield
Zoning Board	Lee Player
Zoning Board	Mike Lovett
Zoning Board Alternate	William Waldruff
Zoning Board Chairman	Charles Redinger
Planning/Zoning Secretary	Laura Smith
Prosecutor for the Town	Kevin Finnell (Pending)

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
Justice Court Clerk	Mollie Avery
Justice Court Clerk	Cindy Burke
Historian Associate Volunteer	Gina Schelemanow
Deputy Highway Superintendent	(vacant)

IV Communications included with this agenda:

1. Published Federal IRS Mileage Rate Effective Jan. 1, 2016
2. Town of Bergen Official Undertaking of Municipal Officers
3. Resolution Samples 1,2,3,4,5
4. Committee Objectives
5. Medical Benefit Policy
6. 2017 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- Official Undertaking of Municipal Officials
- 5- Marriage Officer Appointment

VI Declarations

Meeting days and times – Second & Fourth Tuesdays at 7:00 PM every month
Official Banks – Tompkins Bank of Castile (primary); Five Star (secondary bank)
Official newspaper – Batavia Daily News
Mileage reimbursement rate – Set rate at \$0.53.5 per mile
Approval of Medical Benefit Policy
Approval of the 2017 Salary Schedule

VII Recognized Committees & Appointed Members:

Buildings, Grounds & Facilities Committee:

- Brian Stone (chair)
- Library representative (optional)
- Others by request

Parks Committee:

- Belinda Grant (chair)
- Michael Johnson
- Gillam Grant representative (optional)
- Youth Soccer representative (optional)
- Youth Baseball representative (optional)
- Others by request

Local History & Museum Committee:

- Donald Cunningham (chair)
- Thomas Tiefel
- Others by request

Policies & Personnel Committee:

- Ernest Haywood (chair)
- Others by request

Town & Village Relations Committee

- Belinda Grant (chair)
- Mark Anderson

VIII Next Meeting Day:

Regular Meeting Tuesday, January 12, 2016 at 7:00 PM in the Courtroom, Audit of the bills at 6:45PM

IX Adjournment



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2017 Standard Mileage Rates for Business, Medical and Moving Announced

IR-2016-169, Dec. 13, 2016

WASHINGTON — The Internal Revenue Service today issued the 2017 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2017, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 53.5 cents per mile for business miles driven, down from 54 cents for 2016
- 17 cents per mile driven for medical or moving purposes, down from 19 cents for 2016
- 14 cents per mile driven in service of charitable organizations

The business mileage rate decreased half a cent per mile and the medical and moving expense rates each dropped 2 cents per mile from 2016. The charitable rate is set by statute and remains unchanged.

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously.

These and other requirements are described in [Rev. Proc. 2010-51](#), [Notice 2016-79](#), posted today on IRS.gov, contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

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Page Last Reviewed or Updated: 13-Dec-2016

TOWN OF BERGEN
OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, _____, of the Town of Bergen, County of Genesee, New York, has been elected to the Office of Supervisor of the Town of Bergen, and

WHEREAS, _____, of the Town of Bergen, County of Genesee, New York, has been elected to the Office of Town Clerk of the Town of Bergen, and

WHEREAS, _____, of the Town of Bergen, County of Genesee, New York, has been elected to the Office of Town Tax Collector of the Town of Bergen, and

WHEREAS, _____, of the Town of Bergen, County of Genesee, New York, has been elected to the Office of Town Justice of the Town of Bergen, and

WHEREAS, _____, of the Town of Bergen, County of Genesee, New York, has been elected to the Office of Town Justice of the Town of Bergen, and

WHEREAS, _____, of the Town of Bergen, County of Genesee, New York, has been elected to the Office of Superintendent of Highways of the Town of Bergen, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Bergen that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor; and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and

This undertaking of the Town Justice is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Justice; and

The Town does and shall maintain insurance coverage, presently with Tompkins Insurance Agencies Inc., in the sum of \$1,000,000.00 for the Tax Collector, Town Clerk, Supervisor and Deputy Town Clerk to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.

Dated: January 4, 2016
Town of Bergen

Town Supervisor

Town Clerk

Tax Collector

Town Justice

Highway Superintendent

Town Justice

STATE OF NEW YORK }
 } SS
COUNTY OF GENESEE

On the _____ day of _____, 20 ____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by this signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC – STATE OF NEW YORK

The Town Board of the Town of Bergen approved the foregoing undertaking as to its form and manner and the sufficiency of the surety, by resolution adopted on January 4, 2016.

RESOLUTION SAMPLES

RESOLUTION #1-2017 AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS:

By motion - to approve the sum of \$250,546.00 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 #2-2017 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 Superintendent of Highways shall not exceed the amount of budgeted appropriations in the fiscal year 2017.

RESOLUTION #3 -2017 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 #4-2017 OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS

WHEREAS, various sections of New York State Town Law and Public Officers Law require that certain officials execute and Official Undertaking; and

WHEREAS, we, the Town Board of the Town of Bergen hereby require the Supervisor, Town Clerk, Tax Collector, Town Justice, and Highway Superintendent to execute said Official Undertaking as required by said law; **NOW, THEREFORE BE IT**

RESOLVED that we, the Town Board of the Town of Bergen approve the document entitled “**Town of Bergen Official Undertaking of Municipal Officers**” as to its form and manner of execution and the sufficiency of the insurance, and **BE IT FURTHER**

RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

RESOLUTION #5-2017 MARRIAGE OFFICER APPOINTMENT

BE IT RESOLVED that the Bergen Town Board hereby appoints Michele M. Smith as Marriage Officer of the Town of Bergen for a term of four (4) years, without salary.

Committee Objectives

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.
- 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

- 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.
- Review / 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.

Local History & Museum Committee

- Act as liaison between Town Historian and Town Board.
- Discuss & research methods to improve services of the Town Historian.
- Provide input and recommendations for topics and projects related to the museum and the Historians office.
- Work cooperatively with the Historical Society and the Town Historian to advance projects related to the Museum and the Historians office. .

Policies & Personnel Committee

- Review current town policies.
- Make recommendations for new policies and policy revisions.
- Address employee topics and/or issues related to personnel.

Town & Village Relations Committee

- Work with Village representatives to identify and outline plans in accordance with the Comprehensive Plan.
- 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.
- 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.

2017 Salary Schedule

POSITION	<u>2017</u>
Supervisor	\$10,550.00
Deputy Supervisor	\$1,450.00
Bookkeeper	\$16.10 hr.
Town Clerk / Tax Collector	\$40,373.00
Deputy Clerks (3)	\$12.62/hr.
Justices (2)	\$12,760.00
Justice Clerks (3)	\$16.10 hr.
Court Prosecutor	\$9,600.00
Councilmember (4)	\$2,957.50
Assessor	\$0.00
Clerk for Assessor	\$0.00
Highway Superintendent	\$58,794.00
Deputy Hwy. Superintendent	\$1,200.00
Solid Waste Coordinator	\$3,060.00
Zoning/Code Enforcement Officer	\$17,320
Fill-In Code Enforcement Officer	
Electrical Inspectors (2)	
Part-time MEO	
Landfill Attendants (2)	\$11.96/hr.
Cleaner/Property Maintenance	\$11.96/hr.
Constables (2)	\$15.30/hr
Historian	\$1,836.00
Planning - Chair	\$3,275.00
Zoning - Chair	\$670+\$41/mtg.
Planning & Zoning Members (15)	\$41/mtg.night
Comprehensive Planning Board Appointee	-
Assessment Board of Review (3)	\$131
Planning & Zoning Secretary	\$12.12/hr.
Election Inspectors (8)	\$155