

Town Board Meeting

Town of Bergen

January 9, 2018

Preliminary Agenda

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

Prayer Almighty God, as we meet today to conduct matters of Town business, grant us the wisdom to remember as we work that we are servants of our constituency. Assist us to be sure 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: - Swearing in of Mark Anderson

III. Approval of meeting Minutes for- December 29, 2017 and January 2, 2018

IV Communications included with this agenda:

1. Supervisor Monthly Report for December 2017- To be provided at meeting
2. Town of Bergen Bank Reconciliation Report for December 2017- To be provided at meeting.
3. Town of Bergen Revenue and Appropriation Analysis Report for December 2017- To be provided at meeting.
4. Town Clerks Reports for Dec. 2017
5. Town Clerks Reports for 2017
6. CEO/ZEO Reports for December 2017
7. Payroll Schedule for 2018
8. Supervisor's Suggested Draft Activities for 2018
9. Genesee County Legislative Calendar and Committee Assignments for 2018
10. Proposal from Public Sector, through Town Accounts EFPR Solutions for handbook
11. Notice of Availability of Funds- Dept. of Environmental Conservation -Arbor Day
12. Official Undertaking of Municipal Officials- Deputy Clerk(s), Deputy Supervisor and Deputy Highway Superintendent- Resolution

V Board Members' items for addition to the agenda

VI Reports:

-Supervisor (new item)

1. Supervisors suggested Draft Activity list

- Board Members** (new item)
- Zoning / Code Enforcement**
- Highway**

-Committees

- Building, Grounds, and Facilities
- Park
- Local History & Museum
- Policy and Personnel

VI Old Business:

- Committee Assignments- Interest of Councilmen Anderson
- Proposed County Water Agreement
- Water for the Town- table discussion until 1/23 meeting
- Parks Master Plan- table discussion until 1/23 meeting

VII New Business:

- Resolution to recognize the Payroll Schedule for 2018
- Resolution -Official Undertaking of Municipal Officials- Deputy Clerk(s), Deputy Supervisor and Deputy Highway Superintendent
- Request for consideration of inclusion of Domestic Partnership for Health Insurance coverage
- Proposal from Public Sector, through Town Accounts EFPR Solutions for handbook
- Cleaning Contract for Town Facilities- Renewal
- Town Transfer of funds to Library from A 7410.4 amount of \$79,500.00

IX Reports and Bills:

- Action to file Town Clerks December 2017 and 2017 Report
- Action to file and approve the Supervisors Report
- Action to file and approve Town of Bergen Bank Reconciliation Report for December 2017 and Town of Bergen Revenue and Appropriation Analysis Report for December 2017- To be provided at meeting.
- Approve payment of bills
- Approval of Year End Budget Transfers

X Next Meeting Day:

Regular Meeting Tuesday, January 23, 2018 at 7:00 PM in the Courtroom

X Adjournment

Account#	Account Description	Fee Description	Qty	Local Share
	Marriage License	Marriage License	3	52.50
			Sub-Total:	\$52.50
A1255	Clerk Fees	Certified Copies	10	100.00
		Mobile Home Park Application	2	350.00
	Conservation	Conservation	3	8.22
			Sub-Total:	\$458.22
A2530	Racing & Wagering	Bell Jar License	1	10.00
			Sub-Total:	\$10.00
A2544	Dog Licensing	Female, Spayed	21	105.00
		Female, Unspayed	5	90.00
		Male, Neutered	15	75.00
	Senior Discount	Senior Discount	4	-12.00
			Sub-Total:	\$258.00
B2110	Building & Zoning	Building Permit	4	180.00
		Zoning	2	60.00
			Sub-Total:	\$240.00
B2115	Building & Zoning	Amend. - Minor Subdivision	1	50.00
		Public Hearing	1	50.00
		Rec. Site Waiver Fee	1	100.00
			Sub-Total:	\$200.00
B2130	Solid Waste	Garbage Bag	397	1,191.00
		Transfer Sta. 10.00	4	40.00
		Transfer Sta. 20.00	14	280.00
		Transfer Sta. 5.00	1	5.00
			Sub-Total:	\$1,516.00

Total Local Shares Remitted: \$2,734.72

Amount paid to: N Y State Department Of Health 67.50
Amount paid to: New York State Comptroller's Office 15.00
Amount paid to: NYS Ag. & Markets for spay/neuter program 51.00
Amount paid to: NYS Environmental Conservation 496.78

Total State, County & Local Revenues: \$3,365.00

Total Non-Local Revenues: \$630.28

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

Michele M. Smith

1/2/18

Account#	Account Description	Fee Description	Qty	Local Share
	Marriage License	Marriage License	22	385.00
		Sub-Total:		\$385.00
A1255	Clerk Fees	Certified Copies	37	370.00
		Copier Copies	43	10.75
		Dog Redemption	2	20.00
		Genealogy	4	43.00
		Junkyard Permit	3	300.00
		Mobile Home Park Application	2	350.00
		Unlicensed Dog Fee	1	5.00
		Zoning Book	1	5.00
	Conservation	Conservation	101	434.03
		Sub-Total:		\$1,537.78
A2530	Racing & Wagering	Bell Jar License	1	10.00
		Sub-Total:		\$10.00
A2544	Dog Licensing	Exempt Dogs	1	0.00
		Female, Spayed	251	1,255.00
		Female, Unspayed	31	558.00
		Male, Neutered	247	1,230.00
		Male, Unneutered	38	684.00
		Purebred Licenses	1	30.00
		Replacement Tags	1	3.00
	Late Fees	Late Fees	31	155.00
	Senior Discount	Senior Discount	54	-194.00
		Sub-Total:		\$3,721.00
B1560	Building & Zoning	Electric Inspection	4	130.00
		Sub-Total:		\$130.00
B2110	Building & Zoning	Building Permit	33	1,655.00
		Variance	3	150.00
		Zoning	26	780.00
		Sub-Total:		\$2,585.00
B2115	Building & Zoning	Amend. - Minor Subdivision	2	100.00
		Public Hearing	5	250.00
		Rec. Site Waiver Fee	2	200.00
		Sub-Total:		\$550.00
B2130	Solid Waste	Garbage Bag	6458	15,053.00
		Transfer Sta. 10.00	207	2,070.00
		Transfer Sta. 20.00	55	1,100.00
		Transfer Sta. 5.00	60	300.00
		Sub-Total:		\$18,523.00

Account#	Account Description	Fee Description	Qty	Local Share
			Total Local Shares Remitted:	\$27,441.78
Amount paid to:	N Y State Department Of Health			495.00
Amount paid to:	New York State Comptroller's Office			15.00
Amount paid to:	NYS Ag. & Markets for spay/neuter program			717.00
Amount paid to:	NYS Environmental Conservation			7,895.97
Total State, County & Local Revenues:		\$36,564.75	Total Non-Local Revenues:	\$9,122.97

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.

_____	_____	<i>Michele M. Smith</i>	<i>1/2/17</i>
Supervisor	Date	Town Clerk	Date

Permit Type

Permit #	Applicant	Parcel Location	SBL#	Issued	Valuation	Fee Amount	
Other							
BP-0039-2017	Gillam-Grant Community Center	6966 West Bergen Rd	10.-2-33.2	12/20/2017	0.00	25.00	
Other Total:						1	
Amount Totals:						0.00	25.00
Res-Acc Structure							
BP-0038-2017	Robert Grant	6499 North Lake Rd	6.-1-14	12/12/2017	0.00	85.00	
BP-0040-2017	James Rozwood	7071 Warboys Rd	9.-1-56.11	12/22/2017	0.00	75.00	
Res-Acc Structure Total:						2	
Amount Totals:						0.00	160.00
Res-Remodel							
BP-0041-2017	Andrew Fink	6377 North Lake Rd	6.-1-67	12/28/2017	0.00	55.00	
Res-Remodel Total:						1	
Amount Totals:						0.00	55.00
Subdivision							
SD-2017-002	Warren Savage	6972 West Bergen Rd	10.-2-32.11	12/01/2017	0.00	200.00	
Subdivision Total:						1	
Amount Totals:						0.00	200.00
Permit Grand Total:						5	
Amount Grand Totals:						0.00	440.00

Payment Date: 12/01/2017

Module: Permit

Transaction: SD-2017-002

Type: Permit App

Payor: Warren E Savage

Payment Amount: \$200.00

Payment Type:

Payment #:

Payment Detail:

Check #2997

00000199

\$200.00

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

Permit Group Totals: \$200.00

12/01/2017 Group Totals: \$200.00

Payment Date: 12/12/2017

Module: Permit

Transaction: BP-0038-2017

Type: Permit App

Payor: Robert F Grant

Payment Amount: \$85.00

Payment Type:

Payment #:

Payment Detail:

Check #1022

00000195

\$85.00

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

Permit Group Totals: \$85.00

12/12/2017 Group Totals: \$85.00

Payment Date: 12/20/2017

Module: Permit

Transaction: BP-0039-2017

Type: Permit App

Payor: ID sign systems

Payment Amount: \$20.00

Payment Type:

Payment #:

Payment Detail:

Check #22899

00000196

\$20.00

Fee Type	Fee Amount
Consulting Fee	\$20.00

Payor: id sinage

Payment Amount: \$5.00

Payment Type:

Payment #:

Payment Detail:

Check

00000200

\$5.00

Fee Type	Fee Amount
Consulting Fee	\$5.00

Permit Group Totals: \$25.00

12/20/2017 Group Totals: \$25.00

Payment Date: 12/22/2017

Module: Permit

Transaction: BP-0040-2017

Type: Permit App

Payor: James Rozwood

Payment Amount: \$75.00

Payment Type:

Payment #:

Payment Detail:

Check #3105

00000197

\$75.00

Payment type:

Check #1286

Payment #:

00000198

Payment Detail:

\$55.00

Fee Type	Fee Amount
Remodel-Habitable Space	\$55.00

Permit Group Totals: \$55.00

12/28/2017 Group Totals: \$55.00

Totals:	
Check	\$440.00
Grand Total:	<u>\$440.00</u>

Pay Period End Date				
Bi-weekly	Monthly	Pay	Check Date	Type
01/06/18		1	01/11/18	B
01/20/18	01/20/18	2	01/25/18	B,M
02/03/18		3	02/08/18	B
02/17/18	02/17/18	4	02/22/18	B,M
03/03/18		5	03/08/18	B
03/17/18	03/17/18	6	03/22/18	B,M,Q
03/31/18		7	04/05/18	B
04/14/18	04/14/18	8	04/19/18	B,M
04/28/18		9	05/03/18	B
05/12/18		10	05/17/18	B
05/26/18	5/26/2018	11	05/31/18	B,M
06/09/18		12	06/14/18	B
06/23/18	06/23/18	13	06/28/18	B,M,Q
07/07/18		14	07/12/18	B
07/21/18	07/21/18	15	07/26/18	B,M
08/04/18		16	08/09/18	B
08/18/18	08/18/18	17	08/23/18	B,M
09/01/18		18	09/06/18	B
09/15/18	09/15/18	19	09/20/18	B,M,Q
09/29/18		20	10/04/18	B
10/13/18	10/13/18	21	10/18/18	B,M
10/27/18		22	11/01/18	B
11/10/18		23	11/15/18	B
11/24/18	11/24/18	24	11/29/18	B,M
12/08/18		25	12/13/18	B
12/22/18	12/22/18	26	12/27/18	B,M,Q

B Bi-Weekly
 M Monthly
 Q Quarterly

SUPERVISORS SUGGESTED ACTIVITIES for 2018- Town of Bergen DRAFT

1) Water

- a) Monitor water agreement with County to assure for interest of town and its residents
- b) Complete plan and cost estimates for Water for the Town including;
 - engaging architect
 - Public meeting/ petition
 - engage Grant writer
 - apply for Rural Development grant

2) Parks

- a) Monitor work by BOCES at Drews
- b) Complete Master Plan for Robin's brook and Drews
- c) Monitor work for Park renovations for SAM grant

3) Transfer Station

- a) Evaluate the financial impact of Transfer Station operation and as a Town decide on future operations including but not limited to
 - Maintain operations as is
 - Move location
 - Discontinue service

4) Library Building

- a) Continue to pursue funding for accessibility renovations
- b) Clean out the storage room and set up better storage- possible records grant.

5) Enhance relationship and engagement with Village and School to promote Continued and enhanced collaborative opportunities.

- a) Meet on a regular basis with Mayor and Superintendent of Schools

6) Sales Tax

- a) Monitor agreement with the County and developments for renewal

7) Communication

- a) Consider revamping web site

LEGISLATURE CALENDAR FOR 2018

The regular meetings of the Genesee County Legislature are held on the 2nd and 4th Wednesday of each month at 5:30pm in the Old Courthouse unless otherwise announced. Only one meeting will be scheduled on the 2nd Wednesday for the months of July, August and December. A second meeting could be held at the discretion of the Chair.

COMMITTEES FOR 2018

Meetings are held in the Old Courthouse unless otherwise announced.

WAYS AND MEANS:

*Chairperson Marianne Clattenburg
Robert Bausch
Rochelle Stein
Andrew Young*

The Ways & Means Committee normally meets the 1st & 3rd Wednesday of each month at 4:30PM.

PUBLIC SERVICE:

*Chairperson Rochelle Stein
Gregg Torrey
John Hilchey
Gary Maha*

The Public Service Committee normally meets the Monday before the 3rd Wednesday of each month at 4:30 PM

HUMAN SERVICES:

*Chairperson Andrew Young
John Deleo
Marianne Clattenburg
Gordon Dibble*

The Human Service Committee normally meets the Monday before the 1st Wednesday of each month at 4:30PM.

SPECIAL ASSIGNMENTS FOR 2018

Chairman Robert Bausch
 Vice Chair Marianne Clattenburg
 2nd Vice Chair Rochelle Stein

Aging, Office of	Deleo
Ag and Farmland Protection Board	Torrey
Airport Advisory.....	inactive
Audit	Clattenburg, all Legislators (A)
Board of Health.....	Young
Community Mental Health.....	Dibble
Comprehensive Plan Steering Committee.....	Deleo
Comprehensive Plan Executive Committee	Bausch
Construction Review Committee.....	inactive
Cooperative Extension	Hilchey
County Law Library Trustee	inactive
County Park.....	Torrey
County Planning Board.....	Maha
Criminal Justice Board	Clattenburg
E911.....	Maha
Emergency Services Task Force	inactive
Empire Administration Board.....	inactive
Fish and Wildlife Management	Hilchey
GAM.....	Stein (V), Clattenburg
GCEDC	Young
Genesee Community College	Torrey
Gen. Finger Lakes Regional Planning,	Bausch, Torrey, Stein (alternate)
GLOW Workforce Investment Board	Clattenburg
GLOW Solid Waste.....	Maha, Hilchey
Holland Land Office.....	Clattenburg
Housing Initiative Committee.....	Deleo
Information Technology (IT) Committee	Torrey
Insurance Committee.....	Bausch
InterCounty.....	Bausch, Stein, Maha (alternate)
Juvenile Justice Planning.....	Dibble
Legal Assistance Corporation.....	Bausch
Records Management.....	Dibble
Rochester Transportation Council.....	Bausch, Torrey (alternate)
Soil & Water Conservation District.....	Stein, Hilchey
STOP-DWL.....	Maha
Chamber of Commerce/Tourism	Young

Transportation Coordinating.....Deleo
Youth Board.....Clattenburg
Water Resources Agency.....Bausch, Stein, Maha

From: Tina DeNigro [tdenigro@efprsolutions.com]
Sent: Monday, April 17, 2017 10:55 AM
To: 'Donald Cunningham'
Subject: FW: Employee Handbook Proposal
Attachments: EHB Proposal - Bergen - (April 2017).pdf

Don,

Attached is the proposal I requested from Public Sector HR. I truly believe it is in the best interest of the Town to pursue putting together a comprehensive handbook. I believe the added protection it provides the Town pays for itself. As I mentioned this is a result of an inquiry by the Library board to put together a handbook. Since the Library staff are employed by the Town I feel that creating a handbook that only addresses their staff is futile.

Please take a look and let me know if you have any questions.

Great to see you last week!

Tina


EFPR SOLUTIONS
Staffing & Outsourcing
280 Kenneth Drive, Suite 100
Rochester, NY 14623

Tina DeNigro
Manager
EFPR Solutions, LLC
T (585) 295-0514
F (585) 295-0614
tdenigro@efprsolutions.com
www.efprsolutions.com

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From: Jeff Travers [<mailto:jtravers@publicsectorhr.org>]
Sent: April 07, 2017 3:11 PM
To: Tina DeNigro <tdenigro@efprsolutions.com>
Subject: Employee Handbook Proposal

Attention: This email was sent by someone outside of EFPR Group. Always use caution when opening attachments or clicking links, especially from unknown senders or when receiving unexpected emails.

Tina, as per our discussion I have prepared the attached proposal. Please let me know if you have any questions, need more information, or if I can be of assistance in any other way.

Thanks,
Jeff

Jeff Travers
Principal
Public Sector HR Consultants LLC

CONFIDENTIALITY NOTICE: This communication and any accompanying document(s) are confidential and privileged. They are intended for the sole use of the addressee. If you receive this transmission in error, you are advised that any disclosure, copying, distribution, or the taking of any action in reliance upon the communication is strictly prohibited. If you have received this communication in error, please contact us by email, or telephone at (518) 399-4512 and delete the original message.



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PUBLICSECTOR CONSULTANTS LLC

Human Resource Solutions Made Simple

April 7, 2017

Ms. Tina DeNigro
EFPR Solutions
280 Kenneth Drive
Rochester, NY 14623

Dear Ms. DeNigro:

It was a pleasure speaking with you today. Thank you for your interest in our services. As requested, I am attaching a proposal for the development of an Employee Handbook for the Town of Bergen. Also included is a sample Table of Contents which will give you a sense of the comprehensive nature of the product we are prepared to deliver to the Town. In today's regulatory environment, it is as important as it is difficult to anticipate all those areas that may become issues with regard to compliance matters and sound personnel management practices.

As represented by the small sampling shown on the attached client list, we have worked with a large number of municipalities over the years. We are very proud of our reputation which has been built upon the positive results we have been able to produce for our clients over the past twenty-plus years. Our firm is unique in its singular focus on the human resource needs of local governments and our understanding of the special circumstances that apply to NYS municipalities.

Please contact me if you have any questions, need more information, or if I can be of assistance in any other way.

Sincerely,



Jeff Travers, SPHR
Principal

Attachments

PublicSectorHR
CONSULTANTS LLC

■ ■ ■ ■ ■
Human Resource Solutions Made Simple

**TOWN OF
BERGEN**

Proposal for

EMPLOYEE HANDBOOK

Contact Person:

*Jeff Travers, Principal
Public Sector HR Consultants LLC
14 Knollwood Drive
Glenville, NY 12302
(518) 399-4512*

TOWN OF BERGEN EMPLOYEE HANDBOOK PROPOSAL

WHY AN EMPLOYEE HANDBOOK?

A well-written Employee Handbook will help ensure compliance with government regulations, establish better communication with employees, and gain consistency in the application of work rules.

COMPLIANCE WITH GOVERNMENT REGULATIONS

Many municipalities do not have the financial resources or the need for a full-time HR Director. As a result, personnel decisions are often made without professional guidance and without consideration for the long-term effects. This can create confusion among employees, inconsistencies in policy application, and, in many cases, violations of state and federal regulations which can result in lawsuits and fines.

The Employee Handbook developed and implemented by Public Sector HR Consultants LLC (PSHRC) incorporates information, policies and procedures pertaining to the following state and federal regulations (partial list):

- The Americans with Disabilities Act
- Discrimination
- Harassment and Fair Treatment
- Sexual Harassment
- Drug-Free Workplace
- Drug & Alcohol Testing
- Smoking in the Workplace
- Workplace Violence Prevention
- Civil Service System
- Disciplinary Action (Section 75)
- Code of Ethics
- Wage & Hour Standards
- Family and Medical Leave Act
- Workers' Compensation
- Safety & Health and Hazardous Materials
- Fair Labor Standards Act

COMMUNICATION WITH EMPLOYEES

It is important that each employee understands the Town's policies and procedures as they pertain to employee benefits and work rules. A well-written employee handbook explains the benefits, including eligibility requirements, filing procedures, notification requirements, restrictions, scheduling procedures, etc. Work rules are addressed in the next section.

The Employee Handbook developed and implemented by PSHRC incorporates information, policies and procedures pertaining to the following employee benefits (partial list):

- Holidays
- Vacation Leave
- Personal Leave
- Sick Leave
- Medical Insurance
- Employee Assistance Program
- Workers' Compensation
- Disability

The consistent application of work rules helps establish a sense of fair treatment in the workplace and will contribute to the overall success of the Town in delivering services to the public effectively and efficiently.

Further, successful disciplinary action is based on three basic factors: (1) there must be a mutual understanding of the work rules by the employee and the supervisor; (2) there must be uniform and consistent application of the work rules; and, (3) the discipline must be corrective and progressive with uniform and consistent penalties. Understandably, a well written Employee Handbook is essential in successful disciplinary action.

The Employee Handbook developed and implemented by PSHRC incorporates information, policies and procedures pertaining to the following work rules (partial list):

- General Rules of Conduct
- Personal Appearance
- Use of Equipment & Supplies
- Use and Care of Vehicles
- Time Records
- Time & Attendance
- Sick Leave Abuse
- Notification of Absences
- Meal & Rest Periods
- Unauthorized Work

LEGAL DEFENSE

A well-written Employee Handbook can be of great assistance in defending legal actions based on the employment relationship. For example, in Sexual Harassment cases, the Employee Handbook may be able to prove that the Town took proactive and preventative action against sexual harassment in the workplace.

SCOPE OF SERVICES

EMPLOYEE HANDBOOK – PSHRC will develop and implement an **Employee Handbook** for the Town of Bergen. The specific professional services to be provided by PSHRC will include:

1. Review current employee benefits, personnel policies, procedures and established practices, and collective bargaining agreements.
2. Conduct a phone interview with designated Town personnel to review current policies and procedures and established past practices, and to ascertain needs and make recommendations for additions and modifications to such policies, procedures and practices.
3. Produce an executive draft of Employee Handbook for review by appropriate Town representatives. This draft will include content as represented above, customized to the Town's specific circumstances.

5. Provide unlimited telephone / e-mail support with respect to implementation, application and questions on the Employee Handbook, for a period of one year from the signing of the Employee Handbook Agreement.
6. Provide updates when requested by the Town or when a compliance change occurs, at no additional cost, for a period of one year from the signing of the Employee Handbook Agreement.

FEE FOR PROFESSIONAL SERVICES

The fee for the development and implementation of an Employee Handbook for the Town of Bergen will be \$3,500.

Sample Table of Contents

100 INTRODUCTION _____

101 Welcome Message _____

102 Our Heritage _____

103 Definitions _____

104 The Purpose of this Employee Handbook _____

200 EMPLOYEE CLASSIFICATIONS _____

201 Full-Time Employees _____

202 Part-Time Employees _____

203 Temporary Employees _____

204 Seasonal Employees _____

205 FLSA Exempt Employees _____

206 FLSA Non-Exempt Employees _____

300 THE CIVIL SERVICE SYSTEM _____

301 The Unclassified and Classified Services _____

302 Civil Service Appointments _____

303 Examinations and Promotions _____

304 Veteran's Credits _____

400 EMPLOYMENT MATTERS _____

401 Oath of Office _____

402 Procedure for Filling Vacancies _____

403 Probationary Period _____

404 Performance Appraisal _____

405 Corrective Discipline _____

406 Civil Service Law Section 75 _____

407 Code of Ethics _____

408 Personnel File _____

409 Separation of Employment _____

500 OPERATIONAL POLICIES _____

501 Departmental Hours _____

- 506 Expense Reimbursement _____
- 507 Vehicle Usage _____
- 508 Driver's License _____
- 509 Supplies, Tools and Equipment, and Fuel Usage _____
- 510 Telephone / Cell Phone Usage _____
- 511 Computer Systems and Internet/On-Line Service _____
- 512 Personal Appearance _____
- 513 Solicitations/Distributions _____
- 514 Visitors _____
- 515 Purchasing _____
- 516 Maintenance of Work Area _____
- 517 Personal Property _____
- 518 Village Property _____
- 519 Unauthorized Work _____
- 520 Outside Employment _____

600 ABSENCE POLICIES _____

- 601 Attendance _____
- 602 Jury Duty Leave _____
- 603 Bereavement Leave _____
- 604 Military Leave and Military Leave of Absence _____
- 605 Leave for Cancer Screening _____
- 606 Family and Medical Leave Policy _____

700 COMPENSATION _____

- 701 Wage and Salary _____
- 702 Overtime _____
- 703 Out-of-Title Pay _____
- 704 Call-In Pay _____
- 705 Pay Period and Check Distribution _____
- 706 Payroll Deductions _____
- 707 Deferred Compensation Plan _____

800 EMPLOYEE BENEFITS _____

- 801 Holidays _____

- 807 Medical Insurance Buy-out _____
- 808 Medical Insurance for Retirees _____
- 809 Dental Plan _____
- 810 Prescription Drug Plan _____
- 811 Optical Plan _____
- 812 Continuation of Health Insurance Benefits (COBRA) _____
- 813 Section 125 Plan _____
- 814 Short-Term Disability Benefits _____
- 815 Workers' Compensation Benefits _____
- 816 Unemployment Benefits _____
- 817 Social Security _____
- 818 The New York State Employees' Retirement System _____
- 819 Education Assistance _____
- 820 Employee Assistance Program _____

900 COMPLIANCE POLICIES _____

- 901 The Americans with Disabilities Act _____
- 902 Equal Employment Opportunity _____
- 903 Diversity & Fair Treatment _____
- 904 Sexual Harassment _____
- 905 Workplace Violence Prevention _____
- 906 Drug-Free Workplace _____
- 907 Controlled Substance and Alcohol Testing _____
- 908 Smoking _____

1000 SAFETY _____

- 1001 Workplace Safety _____
- 1002 Hazard Communication Program _____

1100 COMMUNICATION PROCEDURES _____

- 1101 Organizational Communications _____
- 1102 Adverse Communications _____
- 1103 Suggestions _____
- 1104 Public Relations _____

1200 DISPUTE RESOLUTION

Sample Client List

As our reputation has grown, so has our list of clients. Here is just a small sample of the hundreds of municipalities that have retained our HR consulting services.

TOWNS

Town of Andes
Town of Athens
Town of Batavia
Town of Bethlehem
Town of Black Brook
Town of Blooming Grove
Town of Bridgewater
Town of Canandaigua
Town of Carmel
Town of Caroline
Town of Catskill
Town of Champlain
Town of Charlton
Town of Cicero
Town of Clarence
Town of Clay
Town of Clifton Park
Town of Coeymans
Town of Collins
Town of Eastchester

Town of Farmington
Town of Harrietstown
Town of Hartwick
Town of Huron
Town of LeRay
Town of Lockport
Town of Long Lake
Town of Lysander
Town of Malta
Town of Marcy
Town of Marcellus
Town of Monroe
Town of New Hartford
Town of Newburgh
Town of Niskayuna
Town of North Castle
Town of Oswegatchie
Town of Owego
Town of Paris
Town of Philadelphia

Town of Rotterdam
Town of Roxbury
Town of Sand Lake
Town of Saratoga
Town of Schroon
Town of Seneca Falls
Town of Sennett
Town of Skaneateles
Town of Somerset
Town of Southport
Town of Union
Town of Vestal
Town of Victor
Town of Waterloo
Town of Webster
Town of Wheatland
Town of Whitestown
Town of Woodbury
Town of Woodstock
Town of Yorktown

CITIES & VILLAGES

City of Auburn
City of Canandaigua
City of Ithaca
City of Mechanicville
City of New Rochelle
City of Peekskill
City of Port Jervis
City of Saratoga Springs
City of Schenectady
City of Tonawanda
City of Utica
City of Watertown
Village of Boonville
Village of Briarcliff Manor

Village of Brockport
Village of Cato
Village of Croton-on-Hudson
Village of Cornwall-on-Hudson
Village of Dobbs Ferry
Village of East Syracuse
Village of Fayetteville
Village of Harriman
Village of Irvington
Village of Lake Success
Village of Lewiston
Village of Massapequa Park
Village of Massena
Village of Monroe

Village of Owego
Village of Pawling
Village of Pulaski
Village of Saranac Lake
Village of Scotia
Village of Schuylerville
Village of Skaneateles
Village of Sleepy Hollow
Village of Spencerport
Village of Tarrytown
Village of Tupper Lake
Village of Waterloo
Village of Watkins Glen
Village of Woodbury

COUNTIES

Albany County
Allegany County
Broome County

Greene County
Hamilton County
Madison County

Rockland County
Schenectady County
Seneca County

AMMENDED RESOLUTION #4-2018 OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

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, Highway Superintendent, Deputy Supervisor, Deputy Clerk, and Deputy 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.