

Town Board Meeting Town of Bergen- Town Hall

October 9, 2018

Agenda

I. Audit of the Bills 6:45, 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. Amen.

Pledge to the flag

II. Privilege of the floor- Jared Fregoe, Presentation of his Eagle Scout Project- Signs at Drew's Nature Center

III. Approval of meeting Minutes for- 9/26/18 Joint Town/Village meeting

IV. Communications included with this agenda:

1. Supervisor Report for Sept. 2018.
2. Summary spreadsheets for Sept. 2018.
3. Town Clerks Report for Sept. 2018
4. ZEO/CEO Report for Sept. 2018
5. 9/28/18 e-mail from County regarding notice of plan to increase water sur-charge to \$1.20 as of 2/19
6. Supervisor's e-mail of 9/30/18 and Comptroller's Fiscal Stress Monitoring System report for the Town of Bergen
7. 10/1 /18 letter from Charter regarding upcoming changes.
10. Final DRAFT of Town of Bergen Sexual Harassment Policy and Complaint form

V. Board Members' items for addition to the agenda

VI. Reports:

- Supervisor
- Clerk
- Board Members
- Zoning / Code Enforcement: - Response to request of Board for follow up –List of vacant properties, Haunted House- letters to property owners
 - Discussion of potential new Zoning and Planning Board Fees
 - Update on property on 19- Blue Barn
 - Review of 1203 form
- Highway
 - Update on old town barn

Committees

- Building, Grounds, and Facilities
 - Update on Park Project/ List of items to purchase
 - Update on status of the proposed renovation to 13 S. Lake Ave.
- Local History & Museum-
 - Update on Inventory activities
- Policy and Personnel –
- Transfer Station
 - Consideration of automatic /enclosed transfer station

VII. Old Business:

- Sales Tax Agreement- Update
- Town Engineer Proposals

- Proposed Water District IV- DRAFT report- Update on activities for application to USDA for Grant and Loan funding- Engineer presenting DRAFT at 10/23 meeting
- Proposed Sexual Harassment Policy
- Update on HVAC work at the town building on 13 S. Lake Ave.

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VIII. New Business

- Presentation of the Preliminary 2019 Town Budget to the Board and setting of Public Hearing for 10/23/18
- Adoption of the Town of Bergen's Sexual Harassment Policy

IX- Reports & Bills:

- Action to file Town Clerks Report
- Action to file Supervisors Report- if available
- Approve payment of the Bills

X. Meeting and Other Upcoming Dates:

- -Budget workshops 10/13/18 at 9 am at the Town Hall.
- Regular meeting of the Town Board 10/23/18 at 7 pm at the Town Hall
- County NY Green Meeting- Tentative 10/29 7-9pm at Leroy Mason Hall

XI. Adjournment

September 26, 2018 JOINT MEETING OF THE VILLAGE OF BERGEN TRUSTEES AND BERGEN TOWN BOARD

The Bergen Town Board convened in a regular session at 6:30 pm in the Town Hall with Supervisor Haywood presiding.

PRESENT:

Supervisor Ernest Haywood
Councilwoman Belinda Grant
Councilwoman Anne Sapienza
Councilman James Starowitz (arrived at 6:40 pm)
Councilman Mark Anderson (arrived at 7:04 pm)

ALSO PRESENT:

Michele M. Smith, Town Clerk
Mike Johnson, Highway Superintendant

OTHER ATTENDEES:

Mayor Anna Marie Barclay
Deputy Mayor Kevin Donovan
Trustee Vicky Almquist
Trustee Emily VanEenwyk
Trustee Robert Fedele
Barb Zinter

George Squires
Eric Wies
Jim Pascarella
Dorothy Borgas
Chuck Redick
Robert Bausch

PLEDGE OF ALLEGIANCE TO THE FLAG

JOINT SESSION

Bergen Fire Department Budget: President Eric Wies gave an update: sold 2 (trucks rescue and tanker) working on specs new pumper, repairs of the Quint truck at \$18,000, increase in membership, grants, explained 2019 budget.

Black Creek Water Shed Committee: George Squires discussed the Water Shed Management Plan – the Bergen Plan should be with Planning Board members that attended the meeting October 2017, municipalities should be working together and form an inter-municipal organization and adopt sample memorandum of understanding.

DISCUSSION TOPICS:

Town Projects: Parks SAMS grant renovations are under way; Transfer Station, Library renovations SAMS Grant accessibly and renovations, Water District #4, 2019 Budget progress.

Village Projects: 1 meeting a month, 3rd year of summer recreation program, farmers market, Parks - disc golf tournament is growing, gazebo for Ward Park, Veterans Memorial, Sage Pavilion great success; No DPW Supervisor meet with staff once a week and working well, 2 building purchased in historic district, applied for Main St. Grant, grant for sidewalks, NYSEDA grant, sign law, rewriting animal control law.

Emergency Plan: Books were dispensed

Legislator Robert Bausch: Phase II Water moving along, Phase III Water will feed to Bergen, Sales Tax distribution fact sheet, online sales tax collection, native American gaming revenue, sports gaming, “Raise the Age” of criminal responsibility from 16 to 18 approximately 3 million dollar cost to Genesee County, Public Defenders, shared services agreement approved by GAM, Opioid epidemic, passed a resolution raise County Legislature terms from 2 to 4 years will be on the November ballot.

Comprehensive Plan: nothing new reviewed by both Planning Boards

Village meeting: meets once a month no meeting tonight

REGULAR TOWN BOARD SESSION: began at 8:06 pm

MINUTES: Councilwoman Grant made a motion to approve the minutes of August 28, 2018; seconded by Councilwoman Sapienza and carried by a vote 3-0. Jim Starowitz abstained Councilwoman Sapienza made a motion to approve the minutes of September 11, 2018; seconded by Councilwoman Grant and carried by a vote 3-0. Mark Anderson abstained Councilwoman Grant made a motion to approve the Budget Workshop minutes of September 22, 2018; seconded by Councilman Starowitz and carried by a vote 5-0.

COMMUNICATIONS:

Mercy EMS report for August 2018

Email from Felipe Oltramari, Director of Genesee county Planning re: NY Green meeting 10/29/18 at Leroy Mason

Supervisors email to Legislator Bausch regarding opposition to Sales Tax Allocation Agreement

Copy of proposed Amended and Restated Sales Tax Allocation Agreement between Genesee County and City of Batavia

Draft Sexual Harassment Policy for Town of Bergen

Email to ZEO/CEO comparison chart of Building & Zoning fees

Bid tally for new HVAC for 13 S. Lake Ave.

Fire Department proposed 2019 Budget and related financial information from Eric Wies

Triple-O quote to fix HVAC unit at Town Hall

Letter of interest in Board of Assessment review position from Amy Seward Stacy

REPORTS:

Supervisor: 2019 Budget, GAM meeting, Bid opening HVAC 9/21, sexual harassment policy, Fees, Water District #4 EDUS.

Town Clerk: RG&E requesting admittance to 15 S. Lake hasn't had access in 14 months

Highway/Solid Waste: Salt went up \$7 a ton, the town is continuing state plowing contract next year is being reviewed, Grippo is sealing Library and Town Hall this coming weekend, Robins Brook Park - walking path is 9/10 done, waiting to hear from Paul Chatfield on the next phase. Insurance check received for old Highway Garage damage.

COMMITTEES:

Building Committee: Quote for HVAC repair at Town Hall Triple-O contacted by Councilwoman Sapienza with no response about concerns on billing for 10 Hunter St. HVAC leak and repair estimate,

Parks: working on list of items needed

Local History & Museum: nothing to report

Policies & Personnel: nothing to report

OLD BUSINESS:

Discussion of Town Engineer proposals board will review proposals, supervisor will make a recommendation

Yearend and Re-organizational Meetings Dates Councilman Anderson made a motion to set the Year End meeting for December 29, 2018 at 10:00am and the Reorganizational meeting for January 3, 2019 at 7:00pm; seconded by Councilman Starowitz and it carried by a vote 5-0.

NEW BUSINESS:

Bid for new HVAC for 13 S. Lake Ave. Councilman Sapienza made a motion to accept the bid from Pipetone for \$9,710 for HVAC at 13 S. Lake Ave.; seconded by Councilman Anderson and it carried by a vote 5-0.

Board of Assessment Review appointment Councilwoman Grant made a motion to appoint Amy Seward Stacy to the Board of Assessment Review; seconded by Councilman Anderson and it carried by a vote 5-0.

NEXT MEETING: Tuesday, October 9, 2018 at 7:00 pm in the Courtroom with audit of the bills at 6:45 p.m.

Budget Workshop 10/13/2018 at 9:00 am at the Town Hall

County NY Green meeting - tentative 10/29/18 7:00-9:00 pm at Leroy Mason Hall

CLOSE TOWN SESSION: Councilman Sapienza made a motion to close the Town Board Session at 8:29 pm; seconded by Councilman Starowitz and carried by a vote 5-0.

Respectfully submitted,

Michele M. Smith

Michele M. Smith,
Town Clerk

Revenue / Appropriation Analysis Report

Town of Bergen

Reporting for fund A, for dates from 01/01/18 to 09/30/18 for fiscal year 2018

Fund : A - General A Fund

Revenue Analysis

Account	Description	Estimated Revenue	Receipts	Revenue Remaining	Percentages		
					Rcvd	Remaining	
A1001	Real Property Taxes	\$357,130.00	\$357,130.00	\$0.00	100.00		
A1081	Other Payments in Lieu of Taxes	\$1,800.00	\$2,355.30	(\$555.30)	130.85	-30.85	
A1090	Interest & Penalties on Real Property Taxes	\$2,500.00	\$2,816.28	(\$316.28)	112.65	-12.65	
A1120	County Sales Tax Distribution	\$125,000.00	\$20,555.92	\$104,444.08	16.44	83.56	
A1255	Clerk Fees	\$1,500.00	\$2,374.22	(\$874.22)	158.28	-58.28	
A2130	Landfill Host Revenue	\$37,000.00	\$37,162.18	(\$162.18)	100.44	-0.44	
A2410	Rental on Real Property	\$1,200.00	\$600.00	\$600.00	50.00	50.00	
A2530	Games of Chance	\$0.00	\$10.00	(\$10.00)			
A2544	Dog Licenses	\$2,000.00	\$2,763.00	(\$763.00)	138.15	-38.15	
A2610	Fines and Forfeited Bail	\$65,000.00	\$71,199.00	(\$6,199.00)	109.54	-9.54	
A2680	Insurance Recovery	\$0.00	\$15,110.64	(\$15,110.64)			
A2770	Unclassified Revenues	\$0.00	\$2.00	(\$2.00)			
A3001	State Aid, Revenue Sharing	\$10,000.00	\$11,020.00	(\$1,020.00)	110.20	-10.20	
A3005	State Aid, Mortgage Tax	\$24,000.00	\$13,535.03	\$10,464.97	56.40	43.60	
A3089	State Aid, Justice Grant	\$0.00	\$1,817.87	(\$1,817.87)			
A5031	Interfund Transfer	\$10,000.00	\$0.00	\$10,000.00		100.00	
Non-Departmental Revenue Total:		\$637,130.00	\$538,451.44	\$0.00	\$98,678.56	84.51	15.49
A2401	Interest & Earnings	\$400.00	\$525.41	(\$125.41)	131.35	-31.35	
Non-Departmental Accounts Total:		\$400.00	\$525.41	\$0.00	(\$125.41)	131.35	-31.35
Total:		\$637,530.00	\$538,976.85	\$0.00	\$98,553.15		

Appropriation Analysis

Account	Description	Budget Amount	Expenditures	Outstanding Encumbrances	Unencumbered Balance	Percentages	
						Used	Remaining
A1010.1	Town Board Personal Services	\$11,830.00	\$8,872.56		\$2,957.44	75.00	25.00
	A1010.1:	\$11,830.00	\$8,872.56	\$0.00	\$2,957.44	75.00	25.00
A1010.4	Town Board Contractual	\$1,500.00	\$1,283.40		\$216.60	85.56	14.44
	A1010.4:	\$1,500.00	\$1,283.40	\$0.00	\$216.60	85.56	14.44
Town Board Total:		\$13,330.00	\$10,155.96	\$0.00	\$3,174.04	76.19	23.81
A1110.1	Justices Personal Services	\$40,763.00	\$31,481.66		\$9,281.34	77.23	22.77
	A1110.1:	\$40,763.00	\$31,481.66	\$0.00	\$9,281.34	77.23	22.77
A1110.2	Justices Equipment	\$600.00	\$0.00		\$600.00		100.00
	A1110.2:	\$600.00	\$0.00	\$0.00	\$600.00	0.00	100.00
A1110.4	Justices Contractual	\$13,250.00	\$6,612.58		\$6,637.42	49.91	50.09
	A1110.4:	\$13,250.00	\$6,612.58	\$0.00	\$6,637.42	49.91	50.09
Justices Total:		\$54,613.00	\$38,094.24	\$0.00	\$16,518.76	69.75	30.25
A1220.1	Supervisor Personal Services	\$17,500.00	\$13,098.50		\$4,401.50	74.85	25.15

Revenue / Appropriation Analysis Report

Town of Bergen

Reporting for fund A, for dates from 01/01/18 to 09/30/18 for fiscal year 2018

Fund : A - General A Fund

Appropriation Analysis

Account	Description	Budget Amount	Expenditures	Outstanding Encumbrances	Unencumbered Balance	Percentages	
						Used	Remaining
	A1220.1:	\$17,500.00	\$13,098.50	\$0.00	\$4,401.50	74.85	25.15
A1220.4	Supervisor Contractual	\$4,350.00	\$634.08		\$3,715.92	14.58	85.42
	A1220.4:	\$4,350.00	\$634.08	\$0.00	\$3,715.92	14.58	85.42
	Supervisor Total:	\$21,850.00	\$13,732.58	\$0.00	\$8,117.42	62.85	37.15
A1320.4	Auditors Contractual	\$13,000.00	\$8,917.00		\$4,083.00	68.59	31.41
	A1320.4:	\$13,000.00	\$8,917.00	\$0.00	\$4,083.00	68.59	31.41
	Auditors Total:	\$13,000.00	\$8,917.00	\$0.00	\$4,083.00	68.59	31.41
A1355.10	Assessor Salary	\$0.00	\$0.00		\$0.00		
	A1355.1:	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
A1355.2	Assessor Equipment	\$500.00	\$0.00		\$500.00		100.00
	A1355.2:	\$500.00	\$0.00	\$0.00	\$500.00	0.00	100.00
A1355.4	Assessor Contractual	\$31,000.00	\$26,401.47		\$4,598.53	85.17	14.83
	A1355.4:	\$31,000.00	\$26,401.47	\$0.00	\$4,598.53	85.17	14.83
	Assessor Total:	\$31,500.00	\$26,401.47	\$0.00	\$5,098.53	83.81	16.19
A1410.1	Town Clerk Personal Services	\$46,534.00	\$33,811.29		\$12,722.71	72.66	27.34
	A1410.1:	\$46,534.00	\$33,811.29	\$0.00	\$12,722.71	72.66	27.34
A1410.2	Town Clerk Equipment	\$500.00	\$0.00		\$500.00		100.00
	A1410.2:	\$500.00	\$0.00	\$0.00	\$500.00	0.00	100.00
A1410.4	Town Clerk Contractual	\$9,000.00	\$5,392.24		\$3,607.76	59.91	40.09
	A1410.4:	\$9,000.00	\$5,392.24	\$0.00	\$3,607.76	59.91	40.09
	Town Clerk Total:	\$56,034.00	\$39,203.53	\$0.00	\$16,830.47	69.96	30.04
A1420.40	Attorney Contractual	\$8,000.00	\$5,000.00		\$3,000.00	62.50	37.50
A1420.41	Court Prosecutor	\$9,800.00	\$6,400.00		\$3,400.00	65.31	34.69
	A1420.4:	\$17,800.00	\$11,400.00	\$0.00	\$6,400.00	64.04	35.96
	Attorney Total:	\$17,800.00	\$11,400.00	\$0.00	\$6,400.00	64.04	35.96
A1440.4	Engineer Contractual	\$2,500.00	\$3,177.50		(\$677.50)	127.10	-27.10
	A1440.4:	\$2,500.00	\$3,177.50	\$0.00	(\$677.50)	127.10	-27.10
	Engineer Total:	\$2,500.00	\$3,177.50	\$0.00	(\$677.50)	127.10	-27.10
A1450.1	Election Personnel Services	\$2,500.00	\$0.00		\$2,500.00		100.00
	A1450.1:	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00	100.00
A1450.4	Election Contractual	\$3,000.00	\$3,000.00		\$0.00	100.00	
	A1450.4:	\$3,000.00	\$3,000.00	\$0.00	\$0.00	100.00	0.00
	Election Total:	\$5,500.00	\$3,000.00	\$0.00	\$2,500.00	54.55	45.45
A1460.4	Records Management Contractual	\$2,000.00	\$1,195.00		\$805.00	59.75	40.25
	A1460.4:	\$2,000.00	\$1,195.00	\$0.00	\$805.00	59.75	40.25
	Records Management Total:	\$2,000.00	\$1,195.00	\$0.00	\$805.00	59.75	40.25

Revenue / Appropriation Analysis Report

Town of Bergen

Reporting for fund A, for dates from 01/01/18 to 09/30/18 for fiscal year 2018

Fund : A - General A Fund

Appropriation Analysis

Account	Description	Budget Amount	Expenditures	Outstanding Encumbrances	Unencumbered Balance	Percentages	
						Used	Remaining
A1480.4	Public Info Services OARS Contractual	\$1,200.00	\$981.75		\$218.25	81.81	18.19
	A1480.4:	\$1,200.00	\$981.75	\$0.00	\$218.25	81.81	18.19
	Public Info Service OARS Total:	\$1,200.00	\$981.75	\$0.00	\$218.25	81.81	18.19
A1620.1	Buildings Personal Services	\$5,000.00	\$2,778.78		\$2,221.22	55.58	44.42
	A1620.1:	\$5,000.00	\$2,778.78	\$0.00	\$2,221.22	55.58	44.42
A1620.40	Building Operation Contractual	\$65,000.00	\$30,874.46		\$34,125.54	47.50	52.50
A1620.41	Building Operation Lease Fire Hall	\$18,000.00	\$17,926.39		\$73.61	99.59	0.41
	A1620.4:	\$83,000.00	\$48,800.85	\$0.00	\$34,199.15	58.80	41.20
	Operations of Plant/Buildings Total:	\$88,000.00	\$51,579.63	\$0.00	\$36,420.37	58.61	41.39
A1680.4	Computers Contractual	\$5,000.00	\$4,057.81		\$942.19	81.16	18.84
	A1680.4:	\$5,000.00	\$4,057.81	\$0.00	\$942.19	81.16	18.84
	Computers Total:	\$5,000.00	\$4,057.81	\$0.00	\$942.19	81.16	18.84
A1910.4	Insurance	\$31,000.00	\$30,148.36		\$851.64	97.25	2.75
	A1910.4:	\$31,000.00	\$30,148.36	\$0.00	\$851.64	97.25	2.75
A1920.4	Municipal Association Dues	\$900.00	\$800.00		\$100.00	88.89	11.11
	A1920.4:	\$900.00	\$800.00	\$0.00	\$100.00	88.89	11.11
A1950.4	Taxes and Assessments on Property	\$6,000.00	\$5,952.86		\$47.14	99.21	0.79
	A1950.4:	\$6,000.00	\$5,952.86	\$0.00	\$47.14	99.21	0.79
A1990.4	Contingency	\$13,000.00	\$0.00		\$13,000.00		100.00
	A1990.4:	\$13,000.00	\$0.00	\$0.00	\$13,000.00	0.00	100.00
	Special Items A Total:	\$50,900.00	\$36,901.22	\$0.00	\$13,998.78	72.50	27.50
A3120.1	Constables Personnel Services	\$3,200.00	\$1,960.55		\$1,239.45	61.27	38.73
	A3120.1:	\$3,200.00	\$1,960.55	\$0.00	\$1,239.45	61.27	38.73
A3120.4	Constables Contractual	\$400.00	\$0.00		\$400.00		100.00
	A3120.4:	\$400.00	\$0.00	\$0.00	\$400.00	0.00	100.00
	Constables Total:	\$3,600.00	\$1,960.55	\$0.00	\$1,639.45	54.46	45.54
A3310.4	Traffic Control Contractual	\$7,000.00	\$0.00		\$7,000.00		100.00
	A3310.4:	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00	100.00
	Traffic Control Total:	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00	100.00
A3510.4	Contractual	\$250.00	\$0.00		\$250.00		100.00
	A3510.4:	\$250.00	\$0.00	\$0.00	\$250.00	0.00	100.00
	Control of Animals (Dog) Total:	\$250.00	\$0.00	\$0.00	\$250.00	0.00	100.00
A5010.1	Superintendent of Highways Personal Services	\$62,500.00	\$44,653.77		\$17,846.23	71.45	28.55

Revenue / Appropriation Analysis Report

Town of Bergen

Reporting for fund A, for dates from 01/01/18 to 09/30/18 for fiscal year 2018

Fund : A - General A Fund

Appropriation Analysis

Account	Description	Budget Amount	Expenditures	Outstanding Encumbrances	Unencumbered Balance	Percentages	
						Used	Remaining
	A5010.1:	\$62,500.00	\$44,653.77	\$0.00	\$17,846.23	71.45	28.55
A5010.2	Superintendent of Highways Equipment	\$1,000.00	\$729.40		\$270.60	72.94	27.06
	A5010.2:	\$1,000.00	\$729.40	\$0.00	\$270.60	72.94	27.06
A5010.4	Superintendent of Highways Contractual	\$1,000.00	\$195.00		\$805.00	19.50	80.50
	A5010.4:	\$1,000.00	\$195.00	\$0.00	\$805.00	19.50	80.50
	Superintendent of Highways Total:	\$64,500.00	\$45,578.17	\$0.00	\$18,921.83	70.66	29.34
A5132.4	Garage Contractual	\$60,000.00	\$16,237.97		\$43,762.03	27.06	72.94
	A5132.4:	\$60,000.00	\$16,237.97	\$0.00	\$43,762.03	27.06	72.94
	Garage Total:	\$60,000.00	\$16,237.97	\$0.00	\$43,762.03	27.06	72.94
A5182.4	Street Lighting Contractual	\$5,500.00	\$3,379.64		\$2,120.36	61.45	38.55
	A5182.4:	\$5,500.00	\$3,379.64	\$0.00	\$2,120.36	61.45	38.55
	Street Lighting Total:	\$5,500.00	\$3,379.64	\$0.00	\$2,120.36	61.45	38.55
A6410.4	Publicity - Newsletter Contractual	\$3,000.00	\$2,213.77		\$786.23	73.79	26.21
	A6410.4:	\$3,000.00	\$2,213.77	\$0.00	\$786.23	73.79	26.21
	Publicity Total:	\$3,000.00	\$2,213.77	\$0.00	\$786.23	73.79	26.21
A6420.4	Promotion of Industry Contractual	\$5,350.00	\$271.40		\$5,078.60	5.07	94.93
	A6420.4:	\$5,350.00	\$271.40	\$0.00	\$5,078.60	5.07	94.93
	Promotion of Industry Total:	\$5,350.00	\$271.40	\$0.00	\$5,078.60	5.07	94.93
A7410.4	Library Contractual	\$79,500.00	\$91,530.04		(\$12,030.04)	115.13	-15.13
	A7410.4:	\$79,500.00	\$91,530.04	\$0.00	(\$12,030.04)	115.13	-15.13
	Library Total:	\$79,500.00	\$91,530.04	\$0.00	(\$12,030.04)	115.13	-15.13
A7510.1	Historian Personal Services	\$1,836.00	\$918.00		\$918.00	50.00	50.00
	A7510.1:	\$1,836.00	\$918.00	\$0.00	\$918.00	50.00	50.00
A7510.2	Historian Equipment	\$500.00	\$0.00		\$500.00		100.00
	A7510.2:	\$500.00	\$0.00	\$0.00	\$500.00	0.00	100.00
A7510.4	Historian Contractual	\$600.00	\$563.70		\$36.30	93.95	6.05
	A7510.4:	\$600.00	\$563.70	\$0.00	\$36.30	93.95	6.05
A7520.2	Historian Equipment	\$1,000.00	\$0.00		\$1,000.00		100.00
	A7520.2:	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00	100.00
A7520.4	Historian Contractual	\$2,500.00	\$156.56		\$2,343.44	6.26	93.74
	A7520.4:	\$2,500.00	\$156.56	\$0.00	\$2,343.44	6.26	93.74
	Historian Total:	\$6,436.00	\$1,638.26	\$0.00	\$4,797.74	25.45	74.55
A7550.4	Celebrations Contractual	\$3,000.00	\$1,150.75		\$1,849.25	38.36	61.64
	A7550.4:	\$3,000.00	\$1,150.75	\$0.00	\$1,849.25	38.36	61.64

Revenue / Appropriation Analysis Report

October 02, 2018

Town of Bergen

Reporting for fund A, for dates from 01/01/18 to 09/30/18 for fiscal year 2018

Fund : A - General A Fund

Appropriation Analysis

Account	Description	Budget Amount	Expenditures	Outstanding Encumbrances	Unencumbered Balance	Percentages	
						Used	Remaining
	Celebrations Total:	\$3,000.00	\$1,150.75	\$0.00	\$1,849.25	38.36	61.64
A8810.1	Cemeteries Personnel Services	\$1,000.00	\$0.00		\$1,000.00		100.00
	A8810.1:	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00	100.00
A8810.4	Cemeteries Contractual	\$1,500.00	\$0.00		\$1,500.00		100.00
	A8810.4:	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00	100.00
	Cemeteries Total:	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00	100.00
A9010.8	NYS Retirement	\$20,864.00	\$20,864.00		\$0.00	100.00	
	A9010.8:	\$20,864.00	\$20,864.00	\$0.00	\$0.00	100.00	0.00
A9030.8	Social Security & Medicare	\$14,691.00	\$11,108.30		\$3,582.70	75.61	24.39
	A9030.8:	\$14,691.00	\$11,108.30	\$0.00	\$3,582.70	75.61	24.39
A9040.8	Worker's Compensation	\$11,826.00	\$11,821.00		\$5.00	99.96	0.04
	A9040.8:	\$11,826.00	\$11,821.00	\$0.00	\$5.00	99.96	0.04
A9055.8	Disability Insurance	\$0.00	\$0.00		\$0.00		
	A9055.8:	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
A9060.8	Medical Insurance	\$24,199.00	\$18,149.31		\$6,049.69	75.00	25.00
	A9060.8:	\$24,199.00	\$18,149.31	\$0.00	\$6,049.69	75.00	25.00
	Employee Benefits Total:	\$71,580.00	\$61,942.61	\$0.00	\$9,637.39	86.54	13.46
A9720.60	Bond Principal-Highway	\$75,000.00	\$0.00		\$75,000.00		100.00
A9720.61	Garage Bond Principal-Court/Town Offices	\$35,000.00	\$0.00		\$35,000.00		100.00
	A9720.6:	\$110,000.00	\$0.00	\$0.00	\$110,000.00	0.00	100.00
A9720.70	Interest on Indebtedness Highway Garage	\$25,500.00	\$12,750.00		\$12,750.00	50.00	50.00
A9720.71	Interest on Indebtedness Court/Town Offices	\$8,400.00	\$4,200.00		\$4,200.00	50.00	50.00
	A9720.7:	\$33,900.00	\$16,950.00	\$0.00	\$16,950.00	50.00	50.00
	Statutory Installment Bonds Total:	\$143,900.00	\$16,950.00	\$0.00	\$126,950.00	11.78	88.22
	Total:	\$819,343.00	\$491,650.85	\$0.00	\$327,692.15		

End of report

Revenue / Appropriation Analysis Report

Town of Bergen

Reporting for fund B, for dates from 01/01/18 to 09/30/18 for fiscal year 2018

Fund : B - General Outside Village

Revenue Analysis

Account	Description	Estimated Revenue	Receipts		Revenue		Percentages	
					Remaining	Rcvd	Remaining	
B1120	County Sales Tax	\$475,000.00	\$475,000.00		\$0.00	100.00		
	Distribution				(\$91.26)	100.52	-0.52	
B1170	Franchise Fees	\$17,500.00	\$17,591.26		\$15.00	70.00	30.00	
B1560	Safety Inspection Fees	\$50.00	\$35.00		(\$1,017.00)	156.50	-56.50	
B2110	Zoning Fees	\$1,800.00	\$2,817.00		(\$150.00)	175.00	-75.00	
B2115	Planning Board Fees	\$200.00	\$350.00		\$2,357.25	87.59	12.41	
B2130	Refuse & Garbage Charges	\$19,000.00	\$16,642.75					
B2770	Unclassified Revenues	\$500.00	\$0.00		\$500.00		100.00	
	Non-Departmental Revenue Total:	\$514,050.00	\$512,436.01	\$0.00	\$1,613.99	99.69	0.31	
B3089	State Aid (Specify)	\$125,000.00	\$0.00		\$125,000.00		100.00	
	Non-Departmental Accounts Total:	\$125,000.00	\$0.00	\$0.00	\$125,000.00	0.00	100.00	
	Total:	\$639,050.00	\$512,436.01	\$0.00	\$126,613.99			

Appropriation Analysis

Account	Description	Budget Amount	Expenditures	Outstanding Encumbrances	Unencumbered Balance	Percentages	
						Used	Remaining
B1355.1	Board of Assessment Review Personnel Services	\$390.00	\$393.00		(\$3.00)	100.77	-0.77
	B1355.1:	\$390.00	\$393.00	\$0.00	(\$3.00)	100.77	-0.77
	Assessor Total:	\$390.00	\$393.00	\$0.00	(\$3.00)	100.77	-0.77
B1420.4	Attorney Contractual	\$2,000.00	\$0.00		\$2,000.00		100.00
	B1420.4:	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00	100.00
	Attorney Total:	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00	100.00
B1440.4	Engineer Contractual	\$10,000.00	\$754.00		\$9,246.00	7.54	92.46
	B1440.4:	\$10,000.00	\$754.00	\$0.00	\$9,246.00	7.54	92.46
	Engineer Total:	\$10,000.00	\$754.00	\$0.00	\$9,246.00	7.54	92.46
B1990.4	Contingency	\$10,000.00	\$511.00		\$9,489.00	5.11	94.89
	B1990.4:	\$10,000.00	\$511.00	\$0.00	\$9,489.00	5.11	94.89
	Special Items A Total:	\$10,000.00	\$511.00	\$0.00	\$9,489.00	5.11	94.89
B3620.1	Safety Inspection Personnel Services	\$500.00	\$0.00		\$500.00		100.00
	B3620.1:	\$500.00	\$0.00	\$0.00	\$500.00	0.00	100.00
	Safety Inspection Total:	\$500.00	\$0.00	\$0.00	\$500.00	0.00	100.00
B6772.4	Programs for the Aging Contractual	\$5,000.00	\$5,000.00		\$0.00	100.00	0.00
	B6772.4:	\$5,000.00	\$5,000.00	\$0.00	\$0.00	100.00	0.00
	Programs for Aging Total:	\$5,000.00	\$5,000.00	\$0.00	\$0.00	100.00	0.00
B7110.1	Parks Personnel Services	\$20,000.00	\$2,530.62		\$17,469.38	12.65	87.35
	B7110.1:	\$20,000.00	\$2,530.62	\$0.00	\$17,469.38	12.65	87.35
B7110.2	Park Equip & Cap Expenditures	\$125,000.00	\$0.00		\$125,000.00		100.00

Revenue / Appropriation Analysis Report

Reporting for fund B, for dates from 01/01/18 to 09/30/18 for fiscal year 2018

Fund : B - General Outside Village

Appropriation Analysis

Account	Description	Budget	Expenditures	Outstanding	Unencumbered	Percentages	
		Amount		Encumbrances	Balance	Used	Remaining
	B7110.2:	\$125,000.00	\$0.00	\$0.00	\$125,000.00	0.00	100.00
B7110.4	Parks Contractual	\$35,000.00	\$13,746.54		\$21,253.46	39.28	60.72
	B7110.4:	\$35,000.00	\$13,746.54	\$0.00	\$21,253.46	39.28	60.72
	Parks Total:	\$180,000.00	\$16,277.16	\$0.00	\$163,722.84	9.04	90.96
B7310.4	Youth Programs Contractual	\$5,000.00	\$5,000.00		\$0.00	100.00	
	B7310.4:	\$5,000.00	\$5,000.00	\$0.00	\$0.00	100.00	0.00
	Youth Programs Total:	\$5,000.00	\$5,000.00	\$0.00	\$0.00	100.00	0.00
B8010.1	Zoning Personnel Services	\$1,000.00	\$502.47		\$497.53	50.25	49.75
	B8010.1:	\$1,000.00	\$502.47	\$0.00	\$497.53	50.25	49.75
B8010.4	Zoning Contractual	\$2,500.00	\$227.79		\$2,272.21	9.11	90.89
	B8010.4:	\$2,500.00	\$227.79	\$0.00	\$2,272.21	9.11	90.89
	Zoning Total:	\$3,500.00	\$730.26	\$0.00	\$2,769.74	20.86	79.14
B8020.10	Planning Salaries	\$4,000.00	\$3,379.03		\$620.97	84.48	15.52
	B8020.1:	\$4,000.00	\$3,379.03	\$0.00	\$620.97	84.48	15.52
B8020.40	Planning Contractual	\$10,000.00	\$623.70		\$9,376.30	6.24	93.76
	B8020.4:	\$10,000.00	\$623.70	\$0.00	\$9,376.30	6.24	93.76
	Planning Total:	\$14,000.00	\$4,002.73	\$0.00	\$9,997.27	28.59	71.41
B8160.1	Refuse & Garbage Personnel Services	\$11,485.00	\$6,291.18		\$5,193.82	54.78	45.22
	B8160.1:	\$11,485.00	\$6,291.18	\$0.00	\$5,193.82	54.78	45.22
B8160.4	Refuse & Garbage Contractual	\$22,500.00	\$11,396.65		\$11,103.35	50.65	49.35
	B8160.4:	\$22,500.00	\$11,396.65	\$0.00	\$11,103.35	50.65	49.35
	Refuse & Garbage Total:	\$33,985.00	\$17,687.83	\$0.00	\$16,297.17	52.05	47.95
B8664.1	Code Enforcement Personnel Services	\$17,320.00	\$12,861.48		\$4,458.52	74.26	25.74
	B8664.1:	\$17,320.00	\$12,861.48	\$0.00	\$4,458.52	74.26	25.74
B8664.4	Code Enforcement Contractual	\$5,000.00	\$1,743.93		\$3,256.07	34.88	65.12
	B8664.4:	\$5,000.00	\$1,743.93	\$0.00	\$3,256.07	34.88	65.12
	Code Enforcement Total:	\$22,320.00	\$14,605.41	\$0.00	\$7,714.59	65.44	34.56
B9010.8	NYS Retirement	\$5,881.00	\$5,881.00		\$0.00	100.00	0.00
	B9010.8:	\$5,881.00	\$5,881.00	\$0.00	\$0.00	100.00	0.00
B9030.8	Social Security & Medicare	\$4,141.00	\$1,709.02		\$2,431.98	41.27	58.73
	B9030.8:	\$4,141.00	\$1,709.02	\$0.00	\$2,431.98	41.27	58.73
B9040.8	Workers Compensation	\$3,422.00	\$3,422.00		\$0.00	100.00	
	B9040.8:	\$3,422.00	\$3,422.00	\$0.00	\$0.00	100.00	0.00
	Employee Benefits Total:	\$13,444.00	\$11,012.02	\$0.00	\$2,431.98	81.91	18.09

Revenue / Appropriation Analysis Report

Reporting for fund B, for dates from 01/01/18 to 09/30/18 for fiscal year 2018

Fund : B - General Outside Village

Appropriation Analysis

Account	Description	Budget Amount	Expenditures	Outstanding Encumbrances	Unencumbered Balance	Percentages	
						Used	Remaining
B9901.9	Interfund Transfers	\$400,000.00	\$400,000.00		\$0.00	100.00	
	B9901.9:	\$400,000.00	\$400,000.00	\$0.00	\$0.00	100.00	0.00
	Interfund Transfer Total:	\$400,000.00	\$400,000.00	\$0.00	\$0.00	100.00	0.00
	Total:	\$700,139.00	\$475,973.41	\$0.00	\$224,165.59		

End of report

Revenue / Appropriation Analysis Report

Reporting for fund DB, for dates from 01/01/18 to 09/30/18 for fiscal year 2018

Fund : DB - Highway-Outside Village

Revenue Analysis

Account	Description	Estimated		Revenue Remaining	Percentages	
		Revenue	Receipts		Rcvd	Remaining
DB2300	Service to Other gov't	\$137,000.00	\$145,555.49	(\$8,555.49)	106.24	-6.24
DB3501	Consoliated Highway Aid	\$55,000.00	\$79,262.05	(\$24,262.05)	144.11	-44.11
DB5031	Interfund Transfers	\$400,000.00	\$400,000.00	\$0.00	100.00	
	Non-Departmental Revenue Total:	\$592,000.00	\$624,817.54	\$0.00	105.54	-5.54
DB2701	Refund of Prior Year Expense	\$0.00	\$11,252.00	(\$11,252.00)		
	Non-Departmental Accounts Total:	\$0.00	\$11,252.00	\$0.00	0.00	0.00
	Total:	\$592,000.00	\$636,069.54	\$0.00	(\$44,069.54)	

Appropriation Analysis

Account	Description	Budget Amount	Expenditures	Outstanding Encumbrances	Unencumbered Balance	Percentages	
						Used	Remaining
DB5110.1	General Highway Repairs Personal Services	\$100,500.00	\$86,337.74		\$14,162.26	85.91	14.09
	DB5110.1:	\$100,500.00	\$86,337.74	\$0.00	\$14,162.26	85.91	14.09
DB5110.4	General Highway Repairs Contractual	\$122,000.00	\$157,665.25		(\$35,665.25)	129.23	-29.23
	DB5110.4:	\$122,000.00	\$157,665.25	\$0.00	(\$35,665.25)	129.23	-29.23
	Maintenance of Roads Total:	\$222,500.00	\$244,002.99	\$0.00	(\$21,502.99)	109.66	-9.66
DB5112.2	Permanent Highway Improvements	\$50,000.00	\$14,531.79		\$35,468.21	29.06	70.94
	DB5112.2:	\$50,000.00	\$14,531.79	\$0.00	\$35,468.21	29.06	70.94
	Permanent Improvements Total:	\$50,000.00	\$14,531.79	\$0.00	\$35,468.21	29.06	70.94
DB5130.1	Machinery Personal Services	\$20,400.00	\$122.77		\$20,277.23	0.60	99.40
	DB5130.1:	\$20,400.00	\$122.77	\$0.00	\$20,277.23	0.60	99.40
DB5130.2	Machinery Equipment	\$125,000.00	\$24.94		\$124,975.06	0.02	99.98
	DB5130.2:	\$125,000.00	\$24.94	\$0.00	\$124,975.06	0.02	99.98
DB5130.4	Machinery Contractual	\$40,000.00	\$15,746.34		\$24,253.66	39.37	60.63
	DB5130.4:	\$40,000.00	\$15,746.34	\$0.00	\$24,253.66	39.37	60.63
	Machinery Total:	\$185,400.00	\$15,894.05	\$0.00	\$169,505.95	8.57	91.43
DB5140.1	Brush & Weeds Personal Services	\$12,000.00	\$0.00		\$12,000.00		100.00
	DB5140.1:	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0.00	100.00
DB5140.4	Brush & Weeds Contractual	\$2,500.00	\$786.95		\$1,713.05	31.48	68.52
	DB5140.4:	\$2,500.00	\$786.95	\$0.00	\$1,713.05	31.48	68.52
	Brush & Weeds Total:	\$14,500.00	\$786.95	\$0.00	\$13,713.05	5.43	94.57
DB5142.1	Snow and Ice Control Personal Services	\$134,975.00	\$79,606.86		\$55,368.14	58.98	41.02
	DB5142.1:	\$134,975.00	\$79,606.86	\$0.00	\$55,368.14	58.98	41.02
DB5142.4	Snow & Ice Control Contractual	\$120,120.00	\$69,223.57		\$50,896.43	57.63	42.37

Revenue / Appropriation Analysis Report

Reporting for fund DB, for dates from 01/01/18 to 09/30/18 for fiscal year 2018

Fund : DB - Highway-Outside Village

Appropriation Analysis

Account	Description	Budget Amount	Expenditures	Outstanding Encumbrances	Unencumbered Balance	Percentages	
						Used	Remaining
	DB5142.4:	\$120,120.00	\$69,223.57	\$0.00	\$50,896.43	57.63	42.37
	Snow Removal Total:	\$255,095.00	\$148,830.43	\$0.00	\$106,264.57	58.34	41.66
DB9010.8	NYS Retirement	\$29,009.00	\$29,010.00		(\$1.00)	100.00	0.00
	DB9010.8:	\$29,009.00	\$29,010.00	\$0.00	(\$1.00)	100.00	0.00
DB9030.8	Social Security & Medicare	\$20,426.00	\$12,117.18		\$8,308.82	59.32	40.68
	DB9030.8:	\$20,426.00	\$12,117.18	\$0.00	\$8,308.82	59.32	40.68
DB9040.8	Workers Compensation	\$16,590.00	\$16,590.00		\$0.00	100.00	
	DB9040.8:	\$16,590.00	\$16,590.00	\$0.00	\$0.00	100.00	0.00
DB9055.8	Disability Insurance	\$300.00	\$240.24		\$59.76	80.08	19.92
	DB9055.8:	\$300.00	\$240.24	\$0.00	\$59.76	80.08	19.92
DB9060.8	Medical Insurance	\$40,500.00	\$34,483.68		\$6,016.32	85.14	14.86
	DB9060.8:	\$40,500.00	\$34,483.68	\$0.00	\$6,016.32	85.14	14.86
	Employee Benefits Total:	\$106,825.00	\$92,441.10	\$0.00	\$14,383.90	86.54	13.46
	Total:	\$834,320.00	\$516,487.31	\$0.00	\$317,832.69		

End of report

Revenue / Appropriation Analysis Report

Reporting for fund L, for dates from 01/01/18 to 09/30/18 for fiscal year 2018

Fund : L - Library Fund

Revenue Analysis

Account	Description	Estimated Revenue	Receipts	Revenue Remaining	Percentages		
					Rcvd	Remaining	
L2082	Fines - Copier	\$1,400.00	\$1,348.74	\$51.26	96.34	3.66	
L2361	Genesee County	\$4,000.00	\$0.00	\$4,000.00		100.00	
L2362	Bergen	\$79,500.00	\$79,500.00	\$0.00	100.00		
L2363	Byron	\$5,400.00	\$5,410.00	(\$10.00)	100.19	-0.19	
L2364	Village of Bergen	\$1,500.00	\$0.00	\$1,500.00		100.00	
L2401	Interest & Earnings on Savings	\$10.00	\$0.00	\$10.00		100.00	
L2704	Insurance Dividend	\$150.00	\$252.15	(\$102.15)	168.10	-68.10	
L2705	Gifts & Donations	\$2,000.00	\$1,410.32	\$589.68	70.52	29.48	
L2770	Unclassified-Fund Raising	\$0.00	\$3,633.00	(\$3,633.00)			
L3840	LLSA Grant NIOG	\$50,500.00	\$1,848.00	\$48,652.00	3.66	96.34	
Non-Departmental Revenue Total:		\$144,460.00	\$93,402.21	\$0.00	\$51,057.79	64.66	35.34
Total:		\$144,460.00	\$93,402.21	\$0.00	\$51,057.79		

Appropriation Analysis

Account	Description	Budget Amount	Expenditures	Outstanding Encumbrances	Unencumbered Balance	Percentages	
						Used	Remaining
L1910.4	Unallocated Insurance	\$1,700.00	\$2,007.71		(\$307.71)	118.10	-18.10
	L1910.4:	\$1,700.00	\$2,007.71	\$0.00	(\$307.71)	118.10	-18.10
	Special Items A Total:	\$1,700.00	\$2,007.71	\$0.00	(\$307.71)	118.10	-18.10
L7410.10	Library Director Wages	\$34,000.00	\$17,492.93		\$16,507.07	51.45	48.55
L7410.11	Library Substitutes Wages	\$23,245.00	\$8,766.70		\$14,478.30	37.71	62.29
	L7410.1:	\$57,245.00	\$26,259.63	\$0.00	\$30,985.37	45.87	54.13
L7410.200	Library Capital Expenditures	\$100,000.00	\$1,346.17		\$98,653.83	1.35	98.65
L7410.205	Library AV Materials	\$3,500.00	\$2,526.12		\$973.88	72.17	27.83
L7410.210	Library Books	\$21,000.00	\$11,855.07		\$9,144.93	56.45	43.55
L7410.211	Library Books-Electronic	\$4,000.00	\$1,293.22		\$2,706.78	32.33	67.67
L7410.213	Library Serials	\$1,500.00	\$1,432.64		\$67.36	95.51	4.49
L7410.230	Library Office & Library	\$1,500.00	\$1,010.20		\$489.80	67.35	32.65
L7410.231	Library Telephone	\$500.00	\$349.38		\$150.62	69.88	30.12
L7410.232	Library Internet	\$200.00	\$106.25		\$93.75	53.13	46.88
L7410.233	Library Postage & Freight	\$200.00	\$238.06		(\$38.06)	119.03	-19.03
L7410.234	Library Publicity	\$100.00	\$722.30		(\$622.30)	722.30	-622.30
L7410.235	Library Mileage	\$800.00	\$292.96		\$507.04	36.62	63.38
L7410.236	Library Travel - Conventions	\$1,100.00	\$878.22		\$221.78	79.84	20.16
L7410.290	Library Programs	\$6,000.00	\$5,578.48		\$421.52	92.97	7.03
L7410.291	Library Program Supplies	\$1,500.00	\$573.53		\$926.47	38.24	61.76
	L7410.2:	\$141,900.00	\$28,202.60	\$0.00	\$113,697.40	19.87	80.13
L7410.435	Library Membership Fees	\$100.00	\$84.00		\$16.00	84.00	16.00

Revenue / Appropriation Analysis Report

Reporting for fund L, for dates from 01/01/18 to 09/30/18 for fiscal year 2018

Fund : L - Library Fund

Appropriation Analysis

Account	Description	Budget	Expenditures	Outstanding	Unencumbered	Percentages	
		Amount		Encumbrances	Balance	Used	Remaining
L7410.436	Library Contracts with Other Libraries	\$7,302.00	\$6,038.34		\$1,263.66	82.69	17.31
L7410.439	Library Repair-Maint. Equipment	\$225.00	\$232.96		(\$7.96)	103.54	-3.54
L7410.453	Library Rent	\$1,200.00	\$600.00		\$600.00	50.00	50.00
L7410.454	Library Bookkeeper	\$300.00	\$150.00		\$150.00	50.00	50.00
	L7410.4:	\$9,127.00	\$7,105.30	\$0.00	\$2,021.70	77.85	22.15
L9030.8	Library Social Security	\$4,695.00	\$2,157.31		\$2,537.69	45.95	54.05
	L9030.8:	\$4,695.00	\$2,157.31	\$0.00	\$2,537.69	45.95	54.05
	Library Total:	\$212,967.00	\$63,724.84	\$0.00	\$149,242.16	29.92	70.08
	Total:	\$214,667.00	\$65,732.55	\$0.00	\$148,934.45		

End of report

Account#	Account Description	Fee Description	Qty	Local Share
	Marriage License	Marriage License	4	70.00
			Sub-Total:	\$70.00
A1255	Clerk Fees	Certified Copies	2	20.00
	Conservation	Conservation	18	155.26
			Sub-Total:	\$175.26
A2544	Dog Licensing	Female, Spayed	26	130.00
		Female, Unspayed	1	18.00
		Male, Neutered	33	165.00
		Male, Unneutered	3	54.00
	Senior Discount	Senior Discount	9	-43.00
			Sub-Total:	\$324.00
B2110	Building & Zoning	Building Permit	3	150.00
		Zoning	2	60.00
			Sub-Total:	\$210.00
B2130	Solid Waste	Garbage Bag	259	1,295.00
		Transfer Sta. 10.00	2	20.00
		Transfer Sta. 20.00	12	240.00
		Transfer Sta. 5.00	4	20.00
			Sub-Total:	\$1,575.00

Total Local Shares Remitted: \$2,354.26

Amount paid to: N Y State Department Of Health	90.00
Amount paid to: NYS Ag. & Markets for spay/neuter program	71.00
Amount paid to: NYS Environmental Conservation	2,660.74

Total State, County & Local Revenues: \$5,176.00

Total Non-Local Revenues: \$2,821.74

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>10/5/18</i>
Supervisor	Date	Town Clerk	Date

Cash Receipts Report

10/02/2018
4:20:50PM

From: 09/01/2018 To: 09/30/2018

For User: All

Payment Date: 09/19/2018

Module: Permit

Transaction: BP-0028-2018

Type: Permit App

Payor: James T Freeman

Payment Amount: \$85.00

Payment Type:

Payment #:

Payment Detail:

Check #8982

00000228

\$85.00

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

Permit Group Totals: \$85.00

09/19/2018 Group Totals: \$85.00

Payment Date: 09/20/2018

Module: Permit

Transaction: BP-0027-2018

Type: Permit App

Payor: zenner & ritter

Payment Amount: \$40.00

Payment Type:

Payment #:

Payment Detail:

Check #49956

00000229

\$40.00

Fee Type	Fee Amount
res generator	\$40.00

Permit Group Totals: \$40.00

09/20/2018 Group Totals: \$40.00

Payment Date: 09/28/2018

Module: Permit

Transaction: BP-0029-2018

Type: Permit App

Payor: Harold L Milward

Payment Amount: \$85.00

Payment Type:

Payment #:

Payment Detail:

Check #2392

00000230

\$85.00

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

Permit Group Totals: \$85.00

09/28/2018 Group Totals: \$85.00

Totals:	
Check	\$210.00
Grand Total:	<u>\$210.00</u>

supervisor@bergenny.org

From: Vicky Muckle [Vicky.Muckle@co.genesee.ny.us]
Sent: Friday, September 28, 2018 3:22 PM
To: Joe Higley; clerkax@rochester.rr.com; Greg Post; Hiedi Librock; Town of Bergen Supervisor; bergenclerk@bergenny.org; Town of Bethany Supervisor; Debbie Douglas; supervisor@byronny.com; Byron Town Clerk; Elba Town Supervisor; Elba Town Clerk; LeRoy Town Supervisor; Laura Brodie; Oakfield Town Supervisor; Melissa Haacke; supervisor@townofpavilion.com; Town of Pavilion Clerk; Town of Stafford Supervisor; wagswill47@gmail.com; Alexander Village Clerk; ambarclay@villageofbergen.com; Bergen Village Clerk; Village of Elba; Village of Elba; porp@sanzobeverage.com; Sharon Jeary; Oakfield Village Mayor; AlabamaClerk@rochester.rr.com; Andrew Maguire; mworth@batavianewyork.com; dsage4@rochester.rr.com
Cc: Kevin Earl; Jay Gsell; Matt Landers; Andrew Young; Gary Maha; Gordon Dibble; Gregg Torrey; John Deleo; John Hilchey; Marianne Clattenburg; Pam LaGrou; Robert Bausch; Rochelle Stein
Subject: Notice of Change in Genesee County Water Surcharge
Attachments: DOC092818-09282018143846.pdf; Countywide Water Supply Master Plan.pdf
Importance: High

Good Afternoon - Attached please find the Notice of Change in County Water Surcharge and the Countywide Water Supply Master Plan. Please feel free to contact our office if you have any questions. Thank you

Vicky Muckle
Executive Assistant to the County Manager
7 Main Street
Batavia, New York 14020
(585) 815-7819 or (585) 344-2550 ext. 2204

-----Original Message-----

From: county_manager@co.genesee.ny.us [mailto:county_manager@co.genesee.ny.us]
Sent: Friday, September 28, 2018 2:39 PM
To: Vicky Muckle
Subject: Send data from MFP11267126 09/28/2018 14:38

Scanned from MFP11267126
Date:09/28/2018 14:38
Pages:1
Resolution:200x200 DPI

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NOTICE: The information contained in this message and any documents, files, previous messages or other information attached are intended for the recipient only and may be protected from disclosure. If the reader of this message is not the intended recipient(s), you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer.

GENESEE COUNTY

JAY A. GSELL
County Manager
jgsell@co.genesee.ny.us



COUNTY COURTHOUSE
7 Main Street
Batavia, New York 14020
(585) 344-2550 Ext. 2204
Fax: (585) 345-3077

L. MATTHEW LANDERS
Assistant County Manager
mlanders@co.genesee.ny.us

Notice of Change in County Water Surcharge Per Genesee County Amended and Restated Water Supply Agreement

September 28, 2018

Genesee County, in accordance with a resolution adopted by the Genesee County Legislature on July 11, 2018 and in conformance with the Countywide Water Supply Master Plan (March 2018) attached hereto and Section 9 of the Amended and Restated Water Supply Agreements is providing the required written 120 day notice prior to the effective date of the current Countywide water surcharge being increased by \$0.60/1000 gallons to \$1.20/1000 gallons of water consumed effective February 1, 2019. The justification is outlined and supported in the County Water Master Plan.

11 Towns, 5 Villages and the City of Batavia are hereby being notified as a matter of public record to the additional \$0.60 surcharge being established.


Jay A. Gsell
County Manager

supervisor@bergenny.org

From: Robert Bausch [Robert.Bausch@co.genesee.ny.us]
Sent: Tuesday, October 02, 2018 12:48 PM
To: supervisor@bergenny.org; Vicky Muckle; jg@bergenny.org; Jay Gsell
Cc: bgrant@bergenny.org; asapienza@bergenny.org; Mark Anderson; James Starowitz; Mike Johnson; Bergen Clerk
Subject: Re: Notice of Change in Genesee County Water Surcharge

There is no requirement for a public hearing only a 120 notification of a rate change. Obviously all citizens have the right to address the leg on the issue when it comes before the Leg. This issues was addressed in the spring / summer with towns and villages when they signed the new water contracts and actually was passed at that time. This is only the formal notification of the date of that change.

From: supervisor@bergenny.org <supervisor@bergenny.org>
Sent: Saturday, September 29, 2018 8:20 AM
To: Vicky Muckle; jg@bergenny.org; Jay Gsell; Robert Bausch
Cc: bgrant@bergenny.org; asapienza@bergenny.org; Mark Anderson; James Starowitz; Mike Johnson; Bergen Clerk; Donald Cunningham
Subject: RE: Notice of Change in Genesee County Water Surcharge

Will you please provide the date and location of the public meeting/hearing on this proposed rate increase.

Thank You
Ernest Haywood
Supervisor, Town of Bergen
10 Hunter St.
Bergen, NY
Ph: 585-494-1121
Fax: 585-494-1372

----- Original Message -----

Subject: Notice of Change in Genesee County Water Surcharge
From: Vicky Muckle <Vicky.Muckle@co.genesee.ny.us>
Date: Fri, September 28, 2018 3:21 pm
To: Joe Higley <jhigley@townofalexander.com>, "clerkax@rochester.rr.com" <clerkax@rochester.rr.com>, Greg Post <supervisor@townofbatavia.com>, "Hiedi Librock" <hlibrock@townofbatavia.com>, Town of Bergen Supervisor <supervisor@bergenny.org>, "bergenclerk@bergenny.org" <bergenclerk@bergenny.org>, Town of Bethany Supervisor <tob-supervisor@townofbethany.com>, Debbie Douglas <tob-clerk@townofbethany.com>, "supervisor@byronny.com" <supervisor@byronny.com>, Byron Town Clerk <townclerk@byronny.com>, "Elba Town Supervisor" <supervisor@elbanewyork.com>, Elba Town Clerk <townclerk@elbanewyork.com>, LeRoy Town Supervisor <supervisor@leroy.ny.org>, Laura Brodie <bookkeeper@leroy.ny.org>, Oakfield Town Supervisor <cglor@townofoakfieldny.com>, Melissa Haacke <mhaacke@townofoakfieldny.com>, "supervisor@townofpavilion.com" <supervisor@townofpavilion.com>, "Town of Pavilion Clerk" <clerk@townofpavilion.com>, Town of Stafford Supervisor <rclement@rochester.rr.com>, "wagswill47@gmail.com" <wagswill47@gmail.com>, Alexander Village Clerk

supervisor@bergenny.org

From: Tina DeNigro [tdenigro@efprsolutions.com]
Sent: Monday, October 01, 2018 4:59 PM
To: supervisor@bergenny.org; 'R Fox EFPR Solutions'
Subject: RE: [FWD: Town of Bergen's Fiscal Stress Score]

The lower the score the better....Bergen's numbers are so low that you don't even qualify for designation – this is good. Even at the higher number of 22 from the prior year Bergen still didn't meet a designation threshold.

Tina

From: supervisor@bergenny.org <supervisor@bergenny.org>
Sent: Sunday, September 30, 2018 2:40 PM
To: Tina DeNigro <tdenigro@efprsolutions.com>; 'R Fox EFPR Solutions' <rfox@efprsolutions.com>
Subject: FW: [FWD: Town of Bergen's Fiscal Stress Score]

Do I have in correct below, we are in better shape than previous years.
See my e-mail below and Don's comments
As I understand it the lower the score the better?
Ernie

Ernest Haywood

Supervisor, Town of Bergen
10 Hunter St.
Bergen, NY
Ph: 585-494-1121
Fax: 585-494-1372

From: Donald Cunningham [mailto:donsc92@gmail.com]
Sent: Sunday, September 30, 2018 10:33 AM
To: supervisor@bergenny.org
Subject: Re: [FWD: Town of Bergen's Fiscal Stress Score]

Wow! That is a significant drop. Did they provide explanation for the significant change? Is it due to the declining fund balances? I think this should be reviewed and analyzed by Bob Fox to give some financial consultation for improvement.

On Sun, Sep 30, 2018 at 10:12 AM <supervisor@bergenny.org> wrote:

Hi Team
Great news. our report on from the State Comptroller's office entitled "Fiscal Stress Monitoring System" indicates the town has no designation for fiscal distress.

In summary, The Comptrollers office reviews the AUD report that our accountant files. The most recent one submitted was for 2017.
The Comptroller reviews our report and completes their fiscal stress analysis base upon two areas

- 1) Fiscal Stress- including
 - Year end Fund Balance
 - Operating Deficit
 - Cash Position

- Fiscal Costs
- Use of Short term Cash Flow Debt

2) Environmental Stress

- Change in Population
- Homes with Public Assistant
- % of population under 18 and over 65
- % of change in home values
- Medium Income
- Unemployment
- Reliance on State and Federal funding/revenue

The Scoring and how we made out are as follows

Fiscal Scoring

Significant RISK	65-100
Moderate Risk	55-64.9
Susceptible	45-54.9
No designation	0-49

TOWN OF BERGEN- 2017 SCORE 6.7- NOTE THIS IS A DECREASE FROM 2015 at 22.5, and 2016 of 22/5

Environmental Stress

Significant RISK	65-100
Moderate Risk	45-64.9
Susceptible	25-54.9
No designation	0-49

TOWN OF BERGEN- 2017 SCORE 6.7- NOTE THIS IS A DECREASE FROM 2015 at 22.5, and 2016 of 22/5

Ernest Haywood

Supervisor, Town of Bergen
10 Hunter St.
Bergen, NY
Ph: 585-494-1121
Fax: 585-494-1372

----- Original Message -----

Subject: Town of Bergen's Fiscal Stress Score
From: LocalGov@osc.state.ny.us
Date: Fri, September 21, 2018 3:20 pm
To: supervisor@bergenny.org

Division of Local Government and School Accountability
Gabriel F. Deyo, Deputy Comptroller

User Name:
180306500000
Password:
TZ95E3BER3

Dear Town Supervisor Haywood:

The Office of the State Comptroller uses the Fiscal Stress Monitoring System to examine the annual financial information reported by your local government. This analysis provides an objective assessment of the fiscal challenges facing individual local governments and school districts, identifying situations where corrective action may be needed.

This letter is to notify you that as of September 5, 2018, our review of the 2017 Annual Update Document (AUD) for your local government has been completed. Detailed information about your local government's fiscal stress condition is available on our [website](#)

by using the user name and password above.
Your local government's fiscal stress scores and designations are summarized below:

FYE	Fiscal Stress		Environmental Stress	
	Score	Designation	Score	Designation
2015	22.5	No Designation	16.7	No Designation
2016	22.5	No Designation	17.5	No Designation
2017	6.7	No Designation	6.7	No Designation

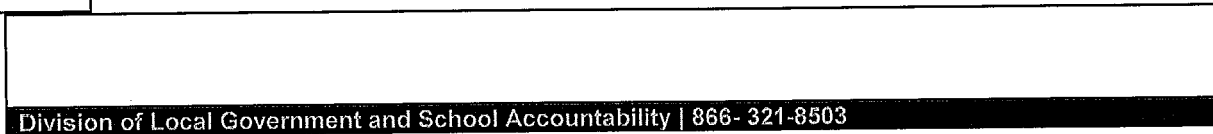
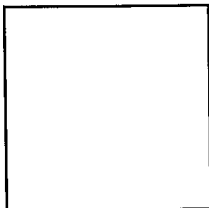
We recently conducted a webinar to help local government officials understand how to interpret their scores and to prepare for public inquiries and media reaction. If you were unable to participate in the live webinar, you may view it [here](#). We also have additional [tools](#) available that you may find useful.

Scores for all calendar fiscal year end local governments will be released to the public in the near future and you may receive questions about your score/designation as well as any notable changes and trends.

As you may recall from our communication to you in November, we have implemented enhancements to the System. More details on the changes and the System in general are available on our [website](#). Please contact our Data Management Unit at 866-321-8503, option 4 with any questions.

Sincerely,
Tracey Hitchen Boyd
Assistant Comptroller

cc: CEO



Division of Local Government and School Accountability | 866-321-8503

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Mark Meyerhofer
Director, Government Affairs
Charter Government Affairs

October 1, 2018

Re: Charter Communications – Upcoming Changes

Dear Municipal Official:

At Charter (locally known as Spectrum), we continue to enhance our services, offer more of the best entertainment choices and deliver the best value. We are committed to offering our customers with products and services we are sure they will enjoy. Containing costs and efficiently managing our operations are critical to providing customers with the best value possible. Like every business, Charter faces rising costs that require occasional price adjustments. As a result, customers will be notified of the following price adjustments through a bill message on or after October 1, 2018. Effective on or after November 1, 2018, pricing will be adjusted for residential video service:

- Broadcast TV Surcharge from \$8.85 to \$9.95
- Spectrum Receivers from \$6.99 to \$7.50
- Digital Transport Adapters (DTA) from \$4.99 to \$5.99
- Latino View from \$7.99 to \$8.99

We remain committed to providing an excellent experience for our customers, in your community and in each of the communities we serve. If you have any questions about this change, please feel free to contact me at 716-686-4446 or via email at mark.meyerhofer@charter.com.

Sincerely,

Mark Meyerhofer
Director, Government Affairs
Charter Communications

TOWN OF BERGEN

* ESTABLISHED APRIL 2, 1813 *

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

PHONE: (585) 494-1121 * FAX: (585) 494-1372 * NYS TDD 1-800-662-1220



SUPERVISOR
ERNEST HAYWOOD
DONALD CUNNINGHAM, DEPUTY SUPERVISOR
COUNCILMEN
JAMES STAROWITZ
MARK ANDERSON

TOWN CLERK/TAX COLLECTOR
MICHELE M. SMITH

JUSTICES
JOSEPH NENNI
ROBERT SWAPCEINSKI

COUNCILWOMEN
BELINDA GRANT
ANNE SAPIENZA

ZONING & CODE ENFORCEMENT OFFICER
DAVID MASON

SUPERINTENDENT OF HIGHWAYS
MIKE JOHNSON

ASSESSOR
RHONDA SAULSBURY

Memorandum

To: All Town of Bergen Employees
All Town Board Members
Town Clerk
Town Superintendent of Highways
Town Justices and all court staff

From: Ernest Haywood, Town Supervisor

Re: New Sexual Harassment Prevention Policy

Date: October 8, 2018

The Town of Bergen is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. The Town of Bergen has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace.

I have attached the Town of Bergen's Sexual Harassment Policy for All Employees along with the Town's complaint form for Reporting Sexual Harassment that the Town Board recently approved. This Policy is one component of the Town of Bergen's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and all employees can enforce their right by filing a complaint internally with the Town of Bergen, or with a government agency or in court under federal, state or local antidiscrimination laws.

Please review the attached policy. Please also sign and return this memo to your supervisor as an indication that you have received this policy.

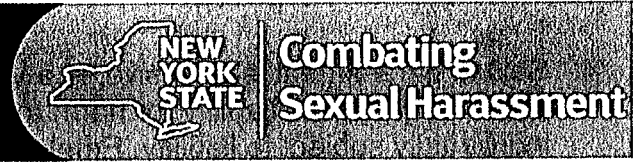
Thank You

I have received a copy of the Town of Bergen's Sexual Harassment Policy for All Employees and the Town's Complaint Form for Reporting Sexual Harassment.

Signature

Date

Sexual Harassment Policy for All Employers in New York State



Introduction

The Town of Bergen is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Town of Bergen's commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the Town of Bergen. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. The Town of Bergen's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Town of Bergen. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Town of Bergen will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the Town of Bergen who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or Town Supervisor, and/or the Town Board. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Town of Bergen cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or Town Supervisor, and/or the Town Board. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or Town Supervisor, and/or the Town Board.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to their supervisor, department head, the Town Supervisor and/or Town Board.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by the Town of Bergen but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Town of Bergen, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Town of Bergen does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Complaint Form For Reporting Sexual Harassment

Town of Bergen

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to your supervisor, your department head, the Town Supervisor and or the Town Board. Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, your employer is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/combating-sexual-harassment

COMPLAINANT INFORMATION

Name:

Home Address: Work Address:

Home Phone: Work Phone:

Job Title: Email:

Select Preferred Communication Method: (please select one)

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone: Work Address:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

Name: Title:

Work Address: Work Phone: *Adoption of this form does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.* **Page 2 of 4**

Instructions for Employers

If you receive a complaint about alleged sexual harassment, you must follow your sexual harassment prevention policy by investigating the allegations through actions such as:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

You should create a written document of the findings of the investigation, along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made.

This may be done via email.