

**Town Board Meeting
Town of Bergen
Town Hall- 10 Hunter Street, Bergen New York**

January 28, 2020

Agenda

I. Call to Order: 7 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. Approval of meeting Minutes for- January 14, 2020

III. Communications included with this agenda:

1. Mercy EMS summary report for December, 2019
2. Supervisors report for December 2020- if available
3. LaBella proposal for Services- Water improvement benefit area 1
4. Town of Bergen-Advisory Action to Minimize Risk of Cyber Attack
5. Letter for Municipal Advisor Services – Bernard P. Donegan, Inc. – for Proposed Water Benefit Area I
6. Letter to Property Owner for property at 6558 North Lake Road
7. Travel Request from ZEO/CEO for Conference in Rochester

IV. Board Members' items for addition to the agenda

V. Reports:

- Supervisor
- Clerk
- Board Members
- Zoning / Code Enforcement -Actions in follow up to owner at 6558 N. Lake Road
- Annual Report

- Highway

Committees

- Building, Grounds, Facilities and Cemeteries- Update on Library Renovation Project
- Parks-
- Local History & Museum
- Policy and Personnel-
- Solar
- Transfer Station

VI. Old Business:

- Water Benefit Improvement Area #1

VII. New Business:

- approval of Supervisor's Report for December 2019- if available
- meeting location for 4/28/2020 town board meeting
- approval of proposal for services from LeBella for water improvement benefit area
- Resolution authorizing execution of Letter for Municipal Advisory Services from Bernard P. Donegan
- Approval of Travel Request for ZEO/CEO conference

IX. Meeting and Other Upcoming Dates

- Next Town Board Meeting: Tuesday February 10th, 7 pm Audits of Bills at 6:45 pm

X. Adjournment

DRAFT

JANUARY 14, 2020

BERGEN TOWN BOARD

REGULAR MEETING

The Bergen Town Board convened in a regular session at 7:00 pm in the Town Hall with Supervisor Haywood presiding.

PRESENT:

Supervisor Ernie Haywood
Councilwoman Belinda Grant
Councilwoman Anne Sapienza
Councilman Jim Starowitz
Councilman Mark Anderson

ALSO PRESENT:

Michele M. Smith, Town Clerk
Dave Mason, ZEO/CEO

OTHER ATTENDEES:

Tim Donovan

PRAYER

PLEDGE OF ALLEGIANCE TO THE FLAG

Tim Donovan – formal complaint about a zoning violation for 6558 N. Lake Rd. questioning running a business out on property - Transport truck seen, several cars on property, a certified letter will be sent to the owner of the property.

MINUTES: Councilwoman Sapienza made a motion to approve the minutes of the Year End Meeting on December 30, 2019; seconded by Councilman Starowitz and carried by a vote 5-0. Councilman Starowitz made a motion to approve the Organizational meeting minutes of January 2, 2020; seconded by Councilman Anderson and it carried by a vote 5-0. Councilwoman Grant abstained

COMMUNICATIONS:

Town Clerk's Report for December 2019

Town Clerk's Annual Report for 2019

CEO/ZEO Reports for December 2019

NYS Association of Towns – Notice of 2020 Annual meeting in NYC

Harris Beach correspondence regarding the commencement of stipulation process for interventor funds

Proposed Mercy Flight contract

Proposed changes in Employee Handbook, per new state laws

REPORTS:

SUPERVISOR: nothing to report

Town Clerk: GCEDC Luncheon (Ernie, Anne, Belinda), Tentative date for Presidential Primary and Senator election April 28th – may have to reschedule Town Board meeting.

ZEO/CEO: 3 Manufactured Housing Permits for approval. Councilwoman Sapienza made a motion to approve the Manufacture Housing Permits for Marlu Estates, Hidden Meadows and Affordable Great Locations; seconded by Anderson and it carried by a vote 5-0.

TOWN CLERK'S REPORTS: Councilwoman Sapienza made a motion to file the Town Clerk's December 2019 Report and the 2019 Annual Town Clerk's Report; seconded by Councilman Starowitz and it carried by a vote 5-0.

COMMITTEES:

Building and Grounds: Historian windows will be installed in February and Village rebate check was received; Library renovation project is ahead of schedule.

Parks: Nothing to report

Local History & Museum: Nothing to report

Transfer Station: Nothing to report

OLD BUSINESS:

Water improvement Benefit Area #1: EDU Definitions/cost prior to Bonding; under review with the State Comptrollers Office; conference call on January 23rd

Employee Handbook amendments: amendments due to new state laws pertaining to reproductive health decision-making and leave for victims of domestic violence. Councilman Starowitz made a motion to approve amendments to the Employee Handbook; seconded by Councilwoman Sapienza and it carried by a vote 5-0.

Amended Snow and Ice Agreement: *Councilwoman Sapienza made offered resolution #6-2020 to Authorize the Snow and Ice Agreement for contract year 2019/2024; seconded by Councilman Starowitz and it carried by a vote 5-0.*

RESOLUTION #6-2020
AUTHORIZE THE 2019/2024 SNOW & ICE AGREEMENT

WHEREAS, the Town Board of the Town of Bergen on January 14, 2020 makes a Resolution to approve the accepted Snow & Ice Contract # D014809 between the State of New York and the Town of Bergen for snow and ice control which will expire on June 30, 2024 unless further extended. The contract will be for \$40,518.25, adjusted each year for the life of the contract.

NEW BUSINESS:

Change Orders for Library Renovations: *Councilman Anderson made a motion to approve the change orders for the Library accessibility renovations at 13 S. Lake Ave. for \$14,684; seconded by Councilwoman Grant and it carried by a vote 5-0.*

Mercy Flight Contract: *Councilwoman Sapienza made a motion to authorize Supervisor Haywood to execute a contract with Mercy Flight for 5 years at no cost to the Town; seconded by Councilman Starowitz and it carried by a vote 5-0.*

BILLS: The bills were presented for audit and totaled General A Fund \$89,663.60; General B Fund \$9,352.89; Highway DB \$48,261.09; HD (Water District) \$2,846.60; Fire District \$102,943.79. *Councilwoman Sapienza made a motion to pay the January bills; seconded by Councilman Starowitz and it carried by a vote 5-0.*

Executive Session *Councilman Anderson made a motion to enter into Executive Session at 8:06 pm to discuss a personnel issue; seconded by Councilwoman Sapienza and it carried by a vote 5-0. Councilman Anderson made a motion to enter into Executive Session at 7:42 pm to discuss a personnel issue; seconded by Councilwoman Grant and it carried by a vote 5-0.*

REGULAR MEETING – Tuesday, January 28, 2020 at 7:00 pm in the Courtroom
EDU work session – Saturday, January 25, 2020 at 9:00 am at the Town Hall

ADJOURNMENT *was at 8:07 pm on a motion by Councilwoman Sapienza; seconded by Councilman Starowitz and carried by a vote 5-0.*

Respectfully submitted

Michele M. Smith

Michele M. Smith,
Town Clerk

FD GEN BERGEN

Trip Date IS BETWEEN 12/01/2019 AND 12/31/2019; AND Call Types IS A-MEMS 911 Response 1st Unit OR A-MEMS Squad Resp 1st Unit; AND Initial Priorities IS 911 EMERGENCY

Response Time Minutes	Call Count	Cumulative Call Count	Percentage of Total Calls	Cumulative Percentage
FD GEN BERGEN				
Response Zone:GEN BERG 17				
00:00 - 00:59	1	1	25%	25%
08:00 - 08:59	2	3	50%	75%
16:00 - 16:59	1	4	25%	100%
Total Calls	4	4	100%	
Response Zone:GEN BERG 22				
21:00 - 21:59	1	1	100%	100%
Total Calls	1	1	100%	
Call Source Total Calls		5		

Town Of Bergen Bank Reconciliation
Month: DECEMBER 2019

FUND	A	B	DB	HC	HD	HE	SM	SWA	SWB	TA	VA	VB
	Townwide	Outside Village	Hwy Onitside Village	Robbins Brook Park	Water #4	Library SAWS Grant	Fire District	Water District	Peachey Water District	Payroll Rec	Town-Hall Reloc	Peachey Water District
OPENING BAL												
Cash/Accts.												
Operating (BOC 9970)	\$ 335,392.54	\$ 238,034.08	\$ 4,531.19	\$ 92,827.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,064.37	\$ -	\$ -
Payroll (BOC 9983)	\$ 63,064.37	\$ -	\$ -	\$ 94,479.35	\$ -	\$ -	\$ -	\$ -	\$ 43,998.21	\$ 156,766.79	\$ -	\$ 34,875.76
Savings (BOC 0277)	\$ 1,306,991.42	\$ 424,657.43	\$ 82,501.81	\$ 323,490.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rec/Park Res	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rec/Park Res	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rec/Park Res	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total All	\$ 1,705,448.33	\$ 662,691.51	\$ 87,033.00	\$ 416,318.05	\$ 94,479.35	\$ -	\$ -	\$ -	\$ -	\$ 63,064.37	\$ -	\$ 34,875.76
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SAVINGS												
Deposits												
Town Clerk	\$ 2,536.71	\$ 416.71	\$ 2,120.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance Claim	\$ 15,603.41	\$ -	\$ -	\$ 15,603.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Justices	\$ 17,009.00	\$ 17,009.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AIM	\$ 11,020.00	\$ 11,020.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CHIPS	\$ 30,282.59	\$ -	\$ -	\$ 30,282.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CHIPS - EWR & PAVENY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library - Fines	\$ 101.39	\$ -	\$ -	\$ 101.39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library - Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library - Nloga Grant	\$ 161.00	\$ -	\$ -	\$ 161.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library Payroll Reimb	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Deposits	\$ 97,779.43	\$ 28,445.71	\$ 2,120.00	\$ 66,351.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ 47.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trans to Operating	\$ 125,840.90	\$ 80,955.54	\$ 4,762.19	\$ 33,377.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trans to Payroll	\$ 46,603.92	\$ 22,832.29	\$ 3,268.32	\$ 20,502.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library Payroll Reimb	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Payment (P)	\$ 127,000.00	\$ 110,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Payment (I)	\$ 30,925.62	\$ 14,708.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ACCT BAL	\$ 1,973,848.31	\$ 261,017.41	\$ 76,590.30	\$ 335,962.30	\$ 94,479.35	\$ -	\$ -	\$ -	\$ -	\$ 63,064.37	\$ -	\$ 34,875.76
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING												
TRANSFERS IN												
Due to/Due from	\$ 125,840.90	\$ 80,955.54	\$ 4,762.19	\$ 33,377.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Void c/ds 15592	\$ -	\$ (27,504.44)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DISBURSMENTS												
Abstract 12	\$ 98,177.29	\$ 5,797.03	\$ 2,167.99	\$ 3,707.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Abstract 12 Year End	\$ 59,701.84	\$ 27,505.95	\$ 2,594.20	\$ 29,601.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Abstract 12 Library	\$ 6,745.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prepaid	\$ 986.54	\$ 986.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prepaid	\$ 143.58	\$ 75.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prepaid	\$ 237.00	\$ 237.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Disb	\$ 106,991.92	\$ 34,602.12	\$ 4,762.19	\$ 33,377.50	\$ 27,504.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ACCT BAL	\$ 354,241.62	\$ 255,883.06	\$ 4,531.19	\$ 92,827.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,064.37	\$ -	\$ 34,875.76

Revenue / Appropriation Analysis Report

IFM / Access

Town of Bergen

January 20, 2020

Reporting for fund A, for dates from 01/01/19 to 12/31/19 for fiscal year 2019

Fund : A - General A Fund

Revenue Analysis

Account	Description	Estimated Revenue	Receipts	Revenue Remaining	Percentages		
					Rev'd	Remaining	
A1001	Real Property Taxes	\$365,430.00	\$365,430.00	\$0.00	100.00		
A1081	Other Payments in Lieu of Taxes	\$1,800.00	\$2,724.27	(\$924.27)	151.35	-51.35	
A1090	Interest & Penalties on Real Property Taxes	\$2,500.00	\$3,367.08	(\$867.08)	134.68	-34.68	
A1120	County Sales Tax Distribution	\$100,000.00	\$210,654.78	(\$110,654.78)	210.65	-110.65	
A1255	Clerk Fees	\$1,500.00	\$2,786.67	(\$1,286.67)	185.78	-85.78	
A2130	Landfill Host Revenue	\$37,000.00	\$58,700.05	(\$21,700.05)	158.65	-58.65	
A2410	Rental on Real Property	\$1,200.00	\$1,200.00	\$0.00	100.00		
A2530	Games of Chance	\$0.00	\$10.00	(\$10.00)			
A2544	Dog Licenses	\$2,000.00	\$2,994.00	(\$994.00)	149.70	-49.70	
A2610	Fines and Forfeited Bail	\$65,000.00	\$80,729.50	(\$15,729.50)	124.20	-24.20	
A2770	Unclassified Revenues	\$0.00	\$9.74	(\$9.74)			
A3001	State Aid, Revenue Sharing	\$10,000.00	\$11,020.00	(\$1,020.00)	110.20	-10.20	
A3005	State Aid, Mortgage Tax	\$20,000.00	\$32,075.03	(\$12,075.03)	160.38	-60.38	
A3089	State Aid, Justice Grant	\$0.00	\$1,500.00	(\$1,500.00)			
A5031	Interfund Transfer	\$20,000.00	\$20,000.00	\$0.00	100.00		
Non-Departmental Revenue Total		\$626,430.00	\$793,201.12	\$0.00	(\$166,771.12)	126.62	-26.62
A2401	Interest & Earnings	\$400.00	\$679.54	(\$279.54)	169.89	-69.89	
Non-Departmental Accounts Total		\$400.00	\$679.54	\$0.00	(\$279.54)	169.89	-69.89
Total:		\$626,830.00	\$793,880.66	\$0.00	(\$167,050.66)		

Appropriation Analysis

Account	Description	Budget Amount	Expenditures	Outstanding Encumbrances	Unencumbered Balance	Percentages	
						Used	Remaining
A1010.1	Town Board Personal Services	\$14,230.00	\$14,232.00		(\$2.00)	100.01	-0.01
	A1010.1:	\$14,230.00	\$14,232.00	\$0.00	(\$2.00)	100.01	-0.01
A1010.4	Town Board Contractual	\$1,500.00	\$1,136.60		\$363.40	75.77	24.23
	A1010.4:	\$1,500.00	\$1,136.60	\$0.00	\$363.40	75.77	24.23
Town Board Total		\$15,730.00	\$15,368.60	\$0.00	\$361.40	97.70	2.30
A1110.1	Justices Personal Services	\$41,941.00	\$45,171.85		(\$3,230.85)	107.70	-7.70
	A1110.1:	\$41,941.00	\$45,171.85	\$0.00	(\$3,230.85)	107.70	-7.70
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	\$11,150.00	\$10,411.82		\$738.18	93.38	6.62
	A1110.4:	\$11,150.00	\$10,411.82	\$0.00	\$738.18	93.38	6.62
Justices Total		\$53,691.00	\$55,583.67	\$0.00	(\$1,892.67)	103.53	-3.53
A1220.10	Supervisor Personal Services	\$11,150.00	\$11,150.04		(\$0.04)	100.00	0.00
A1220.12	Deputy Supervisor Personal Services	\$1,450.00	\$1,449.96		\$0.04	100.00	0.00

Revenue / Appropriation Analysis Report

Reporting for fund A, for dates from 01/01/19 to 12/31/19 for fiscal year 2019

Fund : A - General A Fund

Appropriation Analysis

Account	Description	Budget Amount	Expenditures	Outstanding Encumbrances	Unencumbered Balance	Percentages Used	Percentages Remaining
A1220.13	Supervisor's Secretary Personal Services	\$12,688.00	\$10,992.21		\$1,695.79	86.63	13.37
	A1220.1:	\$25,288.00	\$23,592.21	\$0.00	\$1,695.79	93.29	6.71
A1220.4	Supervisor Contractual	\$8,350.00	\$3,426.76		\$4,923.24	41.04	58.96
	A1220.4:	\$8,350.00	\$3,426.76	\$0.00	\$4,923.24	41.04	58.96
	Supervisor's Total	\$33,638.00	\$27,018.97	\$0.00	\$6,619.03	80.32	19.68
A1320.4	Auditors Contractual	\$15,433.50	\$16,683.50		(\$1,250.00)	108.10	-8.10
	A1320.4:	\$15,433.50	\$16,683.50	\$0.00	(\$1,250.00)	108.10	-8.10
	Auditors Total	\$15,433.50	\$16,683.50	\$0.00	(\$1,250.00)	108.10	-8.10
A1355.2	Assessor Equipment	\$300.00	\$0.00		\$300.00		100.00
	A1355.2:	\$300.00	\$0.00	\$0.00	\$300.00	0.00	100.00
A1355.4	Assessor Contractual	\$34,150.00	\$28,700.65		\$5,449.35	84.04	15.96
	A1355.4:	\$34,150.00	\$28,700.65	\$0.00	\$5,449.35	84.04	15.96
	Assessor Total	\$34,450.00	\$28,700.65	\$0.00	\$5,749.35	83.31	16.69
A1410.10	Town Clerk Personal Services	\$42,004.00	\$42,105.06		(\$101.06)	100.24	-0.24
A1410.12	Deputy Town Clerk Personal Services	\$5,943.00	\$3,770.48		\$2,172.52	63.44	36.56
	A1410.1:	\$47,947.00	\$45,875.54	\$0.00	\$2,071.46	95.68	4.32
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	\$3,475.79	\$3,534.19		(\$58.40)	101.68	-1.68
	A1410.4:	\$3,475.79	\$3,534.19	\$0.00	(\$58.40)	101.68	-1.68
	Town Clerk's Total	\$51,922.79	\$49,409.73	\$0.00	\$2,513.06	95.16	4.84
A1420.40	Attorney Contractual	\$8,000.00	\$2,250.00		\$5,750.00	28.13	71.88
A1420.41	Court Prosecutor	\$9,800.00	\$9,600.00		\$200.00	97.96	2.04
	A1420.4:	\$17,800.00	\$11,850.00	\$0.00	\$5,950.00	66.57	33.43
	Attorney Total	\$17,800.00	\$11,850.00	\$0.00	\$5,950.00	66.57	33.43
A1440.4	Engineer Contractual	\$4,000.00	\$2,983.02		\$1,016.98	74.58	25.42
	A1440.4:	\$4,000.00	\$2,983.02	\$0.00	\$1,016.98	74.58	25.42
	Engineer's Total	\$4,000.00	\$2,983.02	\$0.00	\$1,016.98	74.58	25.42
A1450.1	Election Personnel Services	\$1,860.00	\$1,860.00		\$0.00	100.00	
	A1450.1:	\$1,860.00	\$1,860.00	\$0.00	\$0.00	100.00	0.00
A1450.4	Election Contractual	\$3,000.00	\$0.00		\$3,000.00		100.00
	A1450.4:	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00	100.00
	Election Total	\$4,860.00	\$1,860.00	\$0.00	\$3,000.00	38.27	61.73
A1460.4	Records Management Contractual	\$2,000.00	\$2,447.05		(\$447.05)	122.35	-22.35
	A1460.4:	\$2,000.00	\$2,447.05	\$0.00	(\$447.05)	122.35	-22.35

Revenue / Appropriation Analysis Report

Reporting for fund A, for dates from 01/01/19 to 12/31/19 for fiscal year 2019

Fund : A - General A Fund

Appropriation Analysis

Account	Description	Budget Amount	Expenditures	Outstanding Encumbrances	Unencumbered Balance	Percentages	
						Used	Remaining
	Records Management Total	\$2,000.00	\$2,447.05	\$0.00	(\$447.05)	122.35	-22.35
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 Services/OARS Total	\$1,200.00	\$981.75	\$0.00	\$218.25	81.81	18.19
A1620.1	Buildings Personal Services	\$3,814.00	\$4,016.11		(\$202.11)	105.30	-5.30
	A1620.1:	\$3,814.00	\$4,016.11	\$0.00	(\$202.11)	105.30	-5.30
A1620.40	Building Operation Contractual	\$60,113.31	\$50,286.46		\$9,826.85	83.65	16.35
A1620.41	Building Operation Lease Fire Hall	\$18,285.00	\$18,284.92		\$0.08	100.00	0.00
	A1620.4:	\$78,398.31	\$68,571.38	\$0.00	\$9,826.93	87.47	12.53
	Operations of Plant/Buildings Total	\$82,212.31	\$72,587.49	\$0.00	\$9,624.82	88.29	11.71
A1660.4	Central Storeroom Contractual	\$591.60	\$674.45		(\$82.85)	114.00	-14.00
	A1660.4:	\$591.60	\$674.45	\$0.00	(\$82.85)	114.00	-14.00
	Central Storeroom Total	\$591.60	\$674.45	\$0.00	(\$82.85)	114.00	-14.00
A1670.4	Central Printing & Mailing Contractual	\$5,226.73	\$5,226.73		\$0.00	100.00	0.00
	A1670.4:	\$5,226.73	\$5,226.73	\$0.00	\$0.00	100.00	0.00
	Central Printing & Mailing Total	\$5,226.73	\$5,226.73	\$0.00	\$0.00	100.00	0.00
A1680.2	Computers Equipment	\$4,370.00	\$3,413.40		\$956.60	78.11	21.89
	A1680.2:	\$4,370.00	\$3,413.40	\$0.00	\$956.60	78.11	21.89
A1680.4	Computers Contractual	\$8,682.80	\$8,908.91		(\$226.11)	102.60	-2.60
	A1680.4:	\$8,682.80	\$8,908.91	\$0.00	(\$226.11)	102.60	-2.60
	Computers Total	\$13,052.80	\$12,322.31	\$0.00	\$730.49	94.40	5.60
A1910.4	Insurance	\$32,103.03	\$32,103.03		\$0.00	100.00	0.00
	A1910.4:	\$32,103.03	\$32,103.03	\$0.00	\$0.00	100.00	0.00
A1920.4	Municipal Association Dues	\$900.00	\$899.00		\$1.00	99.89	0.11
	A1920.4:	\$900.00	\$899.00	\$0.00	\$1.00	99.89	0.11
A1950.4	Taxes and Assessments on Property	\$6,000.00	\$5,964.69		\$35.31	99.41	0.59
	A1950.4:	\$6,000.00	\$5,964.69	\$0.00	\$35.31	99.41	0.59
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	\$52,003.03	\$38,966.72	\$0.00	\$13,036.31	74.93	25.07
A3120.1	Constables Personnel Services	\$3,800.00	\$3,378.94		\$421.06	88.92	11.08
	A3120.1:	\$3,800.00	\$3,378.94	\$0.00	\$421.06	88.92	11.08
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

Revenue / Appropriation Analysis Report

Reporting for fund A, for dates from 01/01/19 to 12/31/19 for fiscal year 2019

Fund : A - General A Fund

Appropriation Analysis

Account	Description	Budget Amount	Expenditures	Outstanding Encumbrances	Unencumbered Balance	Percentages Used	Percentages Remaining
	Constables Total	\$4,200.00	\$3,378.94	\$0.00	\$821.06	80.45	19.55
A3310.4	Traffic Control Contractual	\$8,000.00	\$5,983.96		\$2,016.04	74.80	25.20
	A3310.4:	\$8,000.00	\$5,983.96	\$0.00	\$2,016.04	74.80	25.20
	Traffic Control Total	\$8,000.00	\$5,983.96	\$0.00	\$2,016.04	74.80	25.20
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
A5010.10	Supt. of Highways Personal Services	\$62,220.00	\$62,435.44		(\$215.44)	100.35	-0.35
A5010.12	Deputy Supt. of Highways Personal Services	\$1,500.00	\$1,499.94		\$0.06	100.00	0.00
A5010.13	Supt. of Highways Clerk Personal Services	\$7,800.00	\$0.00		\$7,800.00		100.00
	A5010.1:	\$71,520.00	\$63,935.38	\$0.00	\$7,584.62	89.40	10.60
A5010.2	Superintendent of Highways Equipment	\$1,200.00	\$0.00		\$1,200.00		100.00
	A5010.2:	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00	100.00
A5010.4	Superintendent of Highways Contractual	\$1,197.64	\$1,284.21		(\$86.57)	107.23	-7.23
	A5010.4:	\$1,197.64	\$1,284.21	\$0.00	(\$86.57)	107.23	-7.23
	Superintendent of Highways Total	\$73,917.64	\$65,219.59	\$0.00	\$8,698.05	88.23	11.77
A5132.4	Garage Contractual	\$68,000.00	\$15,248.21		\$52,751.79	22.42	77.58
	A5132.4:	\$68,000.00	\$15,248.21	\$0.00	\$52,751.79	22.42	77.58
	Garage Total	\$68,000.00	\$15,248.21	\$0.00	\$52,751.79	22.42	77.58
A5182.4	Street Lighting Contractual	\$5,500.00	\$4,664.37		\$835.63	84.81	15.19
	A5182.4:	\$5,500.00	\$4,664.37	\$0.00	\$835.63	84.81	15.19
	Street Lighting Total	\$5,500.00	\$4,664.37	\$0.00	\$835.63	84.81	15.19
A6410.4	Publicity - Newsletter Contractual	\$3,000.00	\$742.50		\$2,257.50	24.75	75.25
	A6410.4:	\$3,000.00	\$742.50	\$0.00	\$2,257.50	24.75	75.25
	Publicity Total	\$3,000.00	\$742.50	\$0.00	\$2,257.50	24.75	75.25
A6420.4	Promotion of Industry Contractual	\$5,350.00	\$266.21		\$5,083.79	4.98	95.02
	A6420.4:	\$5,350.00	\$266.21	\$0.00	\$5,083.79	4.98	95.02
	Promotion of Industry Total	\$5,350.00	\$266.21	\$0.00	\$5,083.79	4.98	95.02
A7410.4	Library Contractual	\$81,000.00	\$80,700.00		\$300.00	99.63	0.37
	A7410.4:	\$81,000.00	\$80,700.00	\$0.00	\$300.00	99.63	0.37
	Library Total	\$81,000.00	\$80,700.00	\$0.00	\$300.00	99.63	0.37
A7510.1	Historian Personal Services	\$2,873.00	\$2,754.00		\$119.00	95.86	4.14
	A7510.1:	\$2,873.00	\$2,754.00	\$0.00	\$119.00	95.86	4.14

Revenue / Appropriation Analysis Report

Reporting for fund A, for dates from 01/01/19 to 12/31/19 for fiscal year 2019

Fund : A - General A Fund

Appropriation Analysis

Account	Description	Budget	Expenditures	Outstanding	Unencumbered	Percentages	
		Amount		Encumbrances	Balance	Used	Remaining
A7510.2	Historian Equipment	\$1,500.00	\$0.00		\$1,500.00		100.00
	A7510.2:	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00	100.00
A7510.4	Historian Contractual	\$3,100.00	\$0.00		\$3,100.00		100.00
	A7510.4:	\$3,100.00	\$0.00	\$0.00	\$3,100.00	0.00	100.00
	Historian Total	\$7,473.00	\$2,754.00	\$0.00	\$4,719.00	36.85	63.15
A7550.4	Celebrations Contractual	\$3,000.00	\$1,291.97		\$1,708.03	43.07	56.93
	A7550.4:	\$3,000.00	\$1,291.97	\$0.00	\$1,708.03	43.07	56.93
	Celebrations Total	\$3,000.00	\$1,291.97	\$0.00	\$1,708.03	43.07	56.93
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	\$5,000.00	\$2,250.00		\$2,750.00	45.00	55.00
	A8810.4:	\$5,000.00	\$2,250.00	\$0.00	\$2,750.00	45.00	55.00
	Cemeteries Total	\$6,000.00	\$2,250.00	\$0.00	\$3,750.00	37.50	62.50
A9010.8	NYS Retirement	\$23,685.00	\$22,890.00		\$795.00	96.64	3.36
	A9010.8:	\$23,685.00	\$22,890.00	\$0.00	\$795.00	96.64	3.36
A9030.8	Social Security & Medicare	\$18,640.00	\$15,199.87		\$3,440.13	81.54	18.46
	A9030.8:	\$18,640.00	\$15,199.87	\$0.00	\$3,440.13	81.54	18.46
A9040.8	Worker's Compensation	\$8,755.00	\$8,362.00		\$393.00	95.51	4.49
	A9040.8:	\$8,755.00	\$8,362.00	\$0.00	\$393.00	95.51	4.49
A9055.8	Disability Insurance	\$235.60	\$311.20		(\$75.60)	132.09	-32.09
	A9055.8:	\$235.60	\$311.20	\$0.00	(\$75.60)	132.09	-32.09
A9060.8	Medical Insurance	\$23,086.00	\$24,681.41		(\$1,595.41)	106.91	-6.91
	A9060.8:	\$23,086.00	\$24,681.41	\$0.00	(\$1,595.41)	106.91	-6.91
	Employee Benefits Total	\$74,401.60	\$71,444.48	\$0.00	\$2,957.12	96.03	3.97
A9720.60	Bond Principal-Highway Garage	\$75,000.00	\$75,000.00		\$0.00	100.00	
A9720.61	Bond Principal-Court/Town Offices	\$35,000.00	\$35,000.00		\$0.00	100.00	
	A9720.6:	\$110,000.00	\$110,000.00	\$0.00	\$0.00	100.00	0.00
A9720.70	Interest on Indebtedness Highway Garage	\$22,313.00	\$22,312.50		\$0.50	100.00	0.00
A9720.71	Interest on Indebtedness Court/Town Offices	\$7,105.00	\$7,105.00		\$0.00	100.00	
	A9720.7:	\$29,418.00	\$29,417.50	\$0.00	\$0.50	100.00	0.00
	Statutory Installment Bonds Total	\$139,418.00	\$139,417.50	\$0.00	\$0.50	100.00	0.00
A9950.9	Transfer to Capital Project Fund	\$9,450.00	\$0.00		\$9,450.00		100.00
	A9950.9:	\$9,450.00	\$0.00	\$0.00	\$9,450.00	0.00	100.00

Revenue / Appropriation Analysis Report

Reporting for fund A, for dates from 01/01/19 to 12/31/19 for fiscal year 2019

Fund : A - General A Fund

Appropriation Analysis

Account	Description	Budget Amount	Expenditures	Outstanding Encumbrances	Unencumbered Balance	Percentages	
						Used	Remaining
	Transfer to Capital Projects Total	\$9,450.00	\$0.00	\$0.00	\$9,450.00	0.00	100.00
	Total:	\$876,772.00	\$736,026.37	\$0.00	\$140,745.63		

End of report

Revenue / Appropriation Analysis Report

Reporting for fund DB, for dates from 01/01/19 to 12/31/19 for fiscal year 2019

Fund : DB - Highway-Outside Village

Revenue Analysis

Account	Description	Estimated	Receipts	Revenue	Percentages	
		Revenue		Remaining	Rcvd	Remaining
DB2300	Service to Other gov't	\$145,509.00	\$130,221.12	\$15,287.88	89.49	10.51
DB2680	Insurance Recovery	\$0.00	\$44,732.55	(\$44,732.55)		
DB2770	Miscellaneous	\$0.00	\$208.75	(\$208.75)		
DB3501	Consoliated Highway Aid	\$69,838.00	\$50,747.92	\$19,090.08	72.67	27.33
DB5031	Interfund Transfers	\$417,522.00	\$417,522.00	\$0.00	100.00	
Non-Departmental Revenue Total		\$632,869.00	\$643,432.34	\$0.00	101.67	-1.67
Total:		\$632,869.00	\$643,432.34	\$0.00	101.67	-1.67

Appropriation Analysis

Account	Description	Budget	Expenditures	Outstanding	Unencumbered	Percentages	
		Amount		Encumbrances	Balance	Used	Remaining
DB5110.1	General Highway Repairs Personal Services	\$103,359.81	\$103,359.81		\$0.00	100.00	
	DB5110.1:	\$103,359.81	\$103,359.81	\$0.00	\$0.00	100.00	0.00
DB5110.4	General Highway Repairs Contractual	\$70,070.00	\$70,044.35		\$25.65	99.96	0.04
	DB5110.4:	\$70,070.00	\$70,044.35	\$0.00	\$25.65	99.96	0.04
Maintenance of Roads Total		\$173,429.81	\$173,404.16	\$0.00	\$25.65	99.99	0.01
DB5112.2	Permanent Highway Improvements	\$69,838.00	\$67,595.05		\$2,242.95	96.79	3.21
	DB5112.2:	\$69,838.00	\$67,595.05	\$0.00	\$2,242.95	96.79	3.21
Permanent Improvements Total		\$69,838.00	\$67,595.05	\$0.00	\$2,242.95	96.79	3.21
DB5130.1	Machinery Personal Services	\$8,127.00	\$8,108.70		\$18.30	99.77	0.23
	DB5130.1:	\$8,127.00	\$8,108.70	\$0.00	\$18.30	99.77	0.23
DB5130.2	Machinery Equipment	\$158,319.47	\$158,844.47		(\$525.00)	100.33	-0.33
	DB5130.2:	\$158,319.47	\$158,844.47	\$0.00	(\$525.00)	100.33	-0.33
DB5130.4	Machinery Contractual	\$31,000.00	\$30,881.64		\$118.36	99.62	0.38
	DB5130.4:	\$31,000.00	\$30,881.64	\$0.00	\$118.36	99.62	0.38
Machinery Total		\$197,446.47	\$197,834.81	\$0.00	(\$388.34)	100.20	-0.20
DB5140.1	Brush & Weeds Personal Services	\$0.00	\$0.00		\$0.00	0.00	0.00
	DB5140.1:	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
DB5140.4	Brush & Weeds Contractual	\$2,500.00	\$1,772.73		\$727.27	70.91	29.09
	DB5140.4:	\$2,500.00	\$1,772.73	\$0.00	\$727.27	70.91	29.09
Brush & Weeds Total		\$2,500.00	\$1,772.73	\$0.00	\$727.27	70.91	29.09
DB5142.1	Snow and Ice Control Personal Services	\$112,922.00	\$111,855.84		\$1,066.16	99.06	0.94
	DB5142.1:	\$112,922.00	\$111,855.84	\$0.00	\$1,066.16	99.06	0.94
DB5142.4	Snow & Ice Control Contractual	\$100,120.00	\$120,534.89		(\$20,414.89)	120.39	-20.39
	DB5142.4:	\$100,120.00	\$120,534.89	\$0.00	(\$20,414.89)	120.39	-20.39

Revenue / Appropriation Analysis Report

Reporting for fund DB, for dates from 01/01/19 to 12/31/19 for fiscal year 2019

Fund : DB - Highway-Outside Village

Appropriation Analysis

Account	Description	Budget	Expenditures	Outstanding	Unencumbered	Percentages	
		Amount		Encumbrances	Balance	Used	Remaining
	Snow Removal Total	\$213,042.00	\$232,390.73	\$0.00	(\$19,348.73)	109.08	-9.08
DB9010.8	NYS Retirement	\$34,931.00	\$33,454.00		\$1,477.00	95.77	4.23
	DB9010.8:	\$34,931.00	\$33,454.00	\$0.00	\$1,477.00	95.77	4.23
DB9030.8	Social Security & Medicare	\$17,789.00	\$16,579.42		\$1,209.58	93.20	6.80
	DB9030.8:	\$17,789.00	\$16,579.42	\$0.00	\$1,209.58	93.20	6.80
DB9040.8	Workers Compensation	\$16,278.00	\$16,278.00		\$0.00	100.00	
	DB9040.8:	\$16,278.00	\$16,278.00	\$0.00	\$0.00	100.00	0.00
DB9055.8	Disability Insurance	\$300.00	\$237.10		\$62.90	79.03	20.97
	DB9055.8:	\$300.00	\$237.10	\$0.00	\$62.90	79.03	20.97
DB9060.8	Medical Insurance	\$55,900.00	\$53,323.17		\$2,576.83	95.39	4.61
	DB9060.8:	\$55,900.00	\$53,323.17	\$0.00	\$2,576.83	95.39	4.61
	Employee Benefits Total	\$125,198.00	\$119,871.69	\$0.00	\$5,326.31	95.75	4.25
	Total:	\$781,454.23	\$792,869.73	\$0.00	(\$11,414.89)		

End of report

Revenue / Appropriation Analysis Report

Reporting for fund HD, for dates from 01/01/19 to 12/31/19 for fiscal year 2019

Fund : HD - Water District No. 4 Capital Project

Appropriation Analysis

Account	Description	Budget Amount	Expenditures	Outstanding Encumbrances	Unencumbered Balance	Percentages	
						Used	Remaining
HD1440.2	Engineering - Capital Outlay	\$0.00	\$124,054.04		(\$124,054.04)		
	HD1440.2:	\$0.00	\$124,054.04	\$0.00	(\$124,054.04)	0.00	0.00
	Engineer Total:	\$0.00	\$124,054.04	\$0.00	(\$124,054.04)	0.00	0.00
	Total:	\$0.00	\$124,054.04	\$0.00	(\$124,054.04)		

End of report

Revenue / Appropriation Analysis Report

Reporting for fund B, for dates from 01/01/19 to 12/31/19 for fiscal year 2019

Fund : B - General Outside Village

Revenue Analysis

Account	Description	Estimated Revenue	Receipts	Revenue Remaining	Percentages		
					Rcvd	Remaining	
B1120	County Sales Tax Distribution	\$500,000.00	\$500,000.00	\$0.00	100.00		
B1170	Franchise Fees	\$17,500.00	\$24,694.09	(\$7,194.09)	141.11	-41.11	
B1560	Safety Inspection Fees	\$50.00	\$35.00	\$15.00	70.00	30.00	
B2110	Zoning Fees	\$1,800.00	\$7,120.00	(\$5,320.00)	395.56	-295.56	
B2115	Planning Board Fees	\$200.00	\$525.00	(\$325.00)	262.50	-162.50	
B2130	Refuse & Garbage Charges	\$22,000.00	\$18,740.10	\$3,259.90	85.18	14.82	
B2770	Unclassified Revenues	\$500.00	\$0.00	\$500.00		100.00	
Non-Departmental Revenue Total		\$542,050.00	\$551,114.19	\$0.00	(9,064.19)	101.67	-1.67
Total:		\$542,050.00	\$551,114.19	\$0.00	(9,064.19)		

Appropriation Analysis

Account	Description	Budget Amount	Expenditures	Outstanding Encumbrances	Unencumbered Balance	Percentages	
						Used	Remaining
B1355.1	Board of Assessment Review Personnel Services	\$390.00	\$390.00		\$0.00	100.00	
	B1355.1:	\$390.00	\$390.00	\$0.00	\$0.00	100.00	0.00
Assessor Total		\$390.00	\$390.00	\$0.00	\$0.00	100.00	0.00
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	\$5,000.00	(\$1,281.84)		\$6,281.84	-25.64	125.64
	B1440.4:	\$5,000.00	(\$1,281.84)	\$0.00	\$6,281.84	-25.64	125.64
Engineer Total		\$5,000.00	(\$1,281.84)	\$0.00	\$6,281.84	-25.64	125.64
B1990.4	Contingency	\$20,000.00	\$0.00		\$20,000.00		100.00
	B1990.4:	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00	100.00
Special Items A Total		\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00	100.00
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	
	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
B7110.2	Park Equip & Cap Expenditures	\$0.00	\$0.00		\$0.00		0.00
	B7110.2:	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
B7110.4	Parks Contractual	\$10,000.00	\$2,777.93		\$7,222.07	27.78	72.22
	B7110.4:	\$10,000.00	\$2,777.93	\$0.00	\$7,222.07	27.78	72.22
Parks Total		\$10,000.00	\$2,777.93	\$0.00	\$7,222.07	27.78	72.22

Revenue / Appropriation Analysis Report

Reporting for fund B, for dates from 01/01/19 to 12/31/19 for fiscal year 2019

Fund : B - General Outside Village

Appropriation Analysis

Account	Description	Budget Amount	Expenditures	Outstanding Encumbrances	Unencumbered Balance	Percentages Used	Percentages Remaining
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	\$1,836.00	\$711.00		\$1,125.00	38.73	61.27
	B8010.1:	\$1,836.00	\$711.00	\$0.00	\$1,125.00	38.73	61.27
B8010.4	Zoning Contractual	\$2,500.00	\$687.38		\$1,812.62	27.50	72.50
	B8010.4:	\$2,500.00	\$687.38	\$0.00	\$1,812.62	27.50	72.50
	Zoning Total	\$4,336.00	\$1,398.38	\$0.00	\$2,937.62	32.25	67.75
B8020.10	Planning Salaries	\$3,806.22	\$4,079.14		(\$272.92)	107.17	-7.17
	B8020.1:	\$3,806.22	\$4,079.14	\$0.00	(\$272.92)	107.17	-7.17
B8020.40	Planning Contractual	\$2,148.44	\$2,148.44		\$0.00	100.00	
	B8020.4:	\$2,148.44	\$2,148.44	\$0.00	\$0.00	100.00	0.00
	Planning Total	\$5,954.66	\$6,227.58	\$0.00	(\$272.92)	104.58	-4.58
B8160.1	Refuse & Garbage Personnel Services	\$11,485.00	\$7,430.71		\$4,054.29	64.70	35.30
	B8160.1:	\$11,485.00	\$7,430.71	\$0.00	\$4,054.29	64.70	35.30
B8160.4	Refuse & Garbage Contractual	\$21,820.34	\$21,996.41		(\$176.07)	100.81	-0.81
	B8160.4:	\$21,820.34	\$21,996.41	\$0.00	(\$176.07)	100.81	-0.81
	Refuse & Garbage Total	\$33,305.34	\$29,427.12	\$0.00	\$3,878.22	88.36	11.64
B8664.1	Code Enforcement Personnel Services	\$17,952.00	\$17,951.96		\$0.04	100.00	0.00
	B8664.1:	\$17,952.00	\$17,951.96	\$0.00	\$0.04	100.00	0.00
B8664.4	Code Enforcement Contractual	\$5,000.00	\$4,283.76		\$716.24	85.68	14.32
	B8664.4:	\$5,000.00	\$4,283.76	\$0.00	\$716.24	85.68	14.32
	Code Enforcement Total	\$22,952.00	\$22,235.72	\$0.00	\$716.28	96.88	3.12
B9010.8	NYS Retirement	\$2,747.00	\$2,348.00		\$399.00	85.48	14.52
	B9010.8:	\$2,747.00	\$2,348.00	\$0.00	\$399.00	85.48	14.52
B9030.8	Social Security & Medicare	\$2,295.00	\$2,251.56		\$43.44	98.11	1.89
	B9030.8:	\$2,295.00	\$2,251.56	\$0.00	\$43.44	98.11	1.89
B9040.8	Workers Compensation	\$900.00	\$900.00		\$0.00	100.00	
	B9040.8:	\$900.00	\$900.00	\$0.00	\$0.00	100.00	0.00
	Employee Benefits Total	\$5,942.00	\$5,499.56	\$0.00	\$442.44	92.55	7.45
B9901.9	Interfund Transfers	\$442,522.00	\$417,522.00		\$25,000.00	94.35	5.65
	B9901.9:	\$442,522.00	\$417,522.00	\$0.00	\$25,000.00	94.35	5.65
	Interfund Transfer Total	\$442,522.00	\$417,522.00	\$0.00	\$25,000.00	94.35	5.65
	Total:	\$562,902.00	\$494,196.45	\$0.00	\$68,705.55		

End of report

Revenue / Appropriation Analysis Report

IBM Access

Town of Bergen

January 15, 2020

Reporting for fund L, for dates from 01/01/19 to 12/31/19 for fiscal year 2019

Fund : L - Library Fund

Revenue Analysis

Account	Description	Estimated Revenue	Receipts	Percentages			
				Revenue Remaining	Rcvd Remaining		
L2082	Fines - Copier	\$1,400.00	\$1,600.96	(\$200.96)	114.35	-14.35	
L2361	Genesee County	\$4,000.00	\$0.00	\$4,000.00		100.00	
L2362	Bergen	\$81,000.00	\$81,000.00	\$0.00	100.00		
L2363	Byron	\$6,400.00	\$6,500.00	(\$100.00)	101.56	-1.56	
L2364	Village of Bergen	\$1,500.00	\$1,500.00	\$0.00	100.00		
L2704	Insurance Dividend	\$150.00	\$178.30	(\$28.30)	118.87	-18.87	
L2705	Gifts & Donations	\$2,000.00	\$3,811.64	(\$1,811.64)	190.58	-90.58	
L2770	Unclassified-Fund Raising	\$0.00	\$12,144.40	(\$12,144.40)			
L3840	LLSA Grant NIOG	\$8,000.00	\$19,321.00	(\$11,321.00)	241.51	-141.51	
Non-Departmental Revenue Total:		\$104,450.00	\$126,056.30	\$0.00	(21,606.30)	120.69	-20.69
Total:		\$104,450.00	\$126,056.30	\$0.00	(21,606.30)		

Appropriation Analysis

Account	Description	Budget Amount	Expenditures	Outstanding Encumbrances	Percentages		
					Unencumbered Balance	Used Remaining	
L1910.4	Unallocated Insurance	\$1,800.00	\$1,764.74		\$35.26	98.04	1.96
	L1910.4:	\$1,800.00	\$1,764.74	\$0.00	\$35.26	98.04	1.96
Special Items / Total:		\$1,800.00	\$1,764.74	\$0.00	\$35.26	98.04	1.96
L7410.10	Library Director Wages	\$35,500.00	\$36,016.93		(\$516.93)	101.46	-1.46
L7410.11	Library Substitutes Wages	\$24,800.00	\$19,729.80		\$5,070.20	79.56	20.44
	L7410.1:	\$60,300.00	\$55,746.73	\$0.00	\$4,553.27	92.45	7.55
L7410.200	Library Capital Expenditures	\$30,000.00	\$3,008.00		\$26,992.00	10.03	89.97
L7410.205	Library AV Materials	\$3,500.00	\$3,736.04		(\$236.04)	106.74	-6.74
L7410.210	Library Books	\$21,000.00	\$21,993.42		(\$993.42)	104.73	-4.73
L7410.211	Library Books-Electronic	\$4,500.00	\$2,578.43		\$1,921.57	57.30	42.70
L7410.213	Library Serials	\$2,000.00	\$1,620.08		\$379.92	81.00	19.00
L7410.230	Library Office & Library	\$1,500.00	\$1,368.80		\$131.20	91.25	8.75
L7410.231	Library Telephone	\$500.00	\$438.96		\$61.04	87.79	12.21
L7410.232	Library Internet	\$200.00	\$211.62		(\$11.62)	105.81	-5.81
L7410.233	Library Postage & Freight	\$300.00	\$230.21		\$69.79	76.74	23.26
L7410.234	Library Publicity	\$100.00	\$130.00		(\$30.00)	130.00	-30.00
L7410.235	Library Mileage	\$500.00	\$623.37		(\$123.37)	124.67	-24.67
L7410.236	Library Travel - Conventions	\$1,200.00	\$668.85		\$531.15	55.74	44.26
L7410.290	Library Programs	\$6,000.00	\$6,439.00		(\$439.00)	107.32	-7.32
L7410.291	Library Program Supplies	\$1,000.00	\$792.08		\$207.92	79.21	20.79
	L7410.2:	\$72,300.00	\$43,838.86	\$0.00	\$28,461.14	60.63	39.37
L7410.435	Library Membership Fees	\$100.00	\$59.00		\$41.00	59.00	41.00
L7410.436	Library Contracts with Other Libraries	\$7,756.00	\$7,755.84		\$0.16	100.00	0.00

Revenue / Appropriation Analysis Report

Reporting for fund L, for dates from 01/01/19 to 12/31/19 for fiscal year 2019

Fund : L - Library Fund

Appropriation Analysis

Account	Description	Budget	Expenditures	Outstanding Encumbrances	Unencumbered Balance	Percentages	
		Amount				Used	Remaining
L7410.439	Library Repair-Maint. Equipment	\$250.00	\$216.36		\$33.64	86.54	13.46
L7410.453	Library Rent	\$1,200.00	\$1,200.00		\$0.00	100.00	
L7410.454	Library Bookkeeper	\$300.00	\$300.00		\$0.00	100.00	
	L7410.4:	\$9,606.00	\$9,531.20	\$0.00	\$74.80	99.22	0.78
L9030.8	Library Social Security	\$5,000.00	\$4,225.13		\$774.87	84.50	15.50
	L9030.8:	\$5,000.00	\$4,225.13	\$0.00	\$774.87	84.50	15.50
	Library Total:	\$147,206.00	\$113,341.92	\$0.00	\$33,864.08	77.00	23.00
	Total:	\$149,006.00	\$115,106.66	\$0.00	\$33,899.34		

End of report



January 11, 2020

Ernest Haywood, Supervisor
Town of Bergen
P.O. Box 249
10 Hunter Street
Bergen, NY 14416

RE: Proposal for Services - Water Improvement Benefit Area. No. 1 Improvements
Project Management Services Phase 1: Letter of Conditions and Prior to Bid

Dear Supervisor Haywood:

The enclosed agreement is for Phase 2 of Project management services for WIBA No. 1. (Phase 1 is to assist in compiling the Prior to Bid items; Phase 2 is to administer the grant through completion of the project.

If the Town Board has not yet authorized this agreement, would you present it to the board and request approval?

RD will need a copy of the executed agreement before it will allow the Town to go to bid.

Would you please sign and return the attached, or forward a copy of the signed agreement if you had already executed it?

Please call me at (585) 295-6636 if you have any questions.

Thank you very much.

Sincerely,

LaBella Associates
Barbara Johnston
Grants Consultant

TOWN OF BERGEN

WATER IMPROVEMENT BENEFIT AREA NO. 1

USDA RURAL DEVELOPMENT PROJECT MANAGEMENT SERVICES – PHASE 2 PROJECT MANAGEMENT SERVICES

The Project Management Services consists of two phases. Phase I, which is addressed through a separate agreement, includes the compilation and submittal of the documentation, forms and certifications specified in the Letter of Conditions and Prior to Bid letter issued by Rural Development for this project. Phase 2 includes activities relating to bidding, construction, compliance and reporting once the Town has satisfied the requirements of the Letter of Conditions and Prior to Bid letter. This agreement includes Phase 2 only.

A. Phase 2: Project Management Services

In order to assist the Town of Bergen in the implementation of the project to be assisted with funding from the USDA Rural Development for the construction of Town of Bergen Water Improvement Benefit Area No. 1, improvements, the Consultant will carry out the following administrative activities.

1. Assist the Town in developing and maintaining the financial management system required to carry out the project.
2. Assist the Town in complying with all applicable Federal and State rules and regulations in carrying out the project.
3. Review all requests for payment and prepare monthly Form Es for submission to Rural Development.
4. Coordinate all project activities in accordance with program guidelines and provide reports to the Town throughout the project.
5. Serve as the agent of the Town in dealing with the Project Engineer, contractors and other project participants.
6. Advise the Town regarding procurement procedures, including the selection of the firm to prepare the single audit and the purchase of materials and contractual services.

7. Attend pre-construction meetings, define Federal and State requirements and define the contractor's responsibilities.
8. Maintain contact with representatives of USDA Rural Development to insure the effective administration of the project.
9. Assist the Town to prepare the necessary documents to obtain long term financing from Rural Development.
10. Assist the Town to prepare closing documents for submission to USDA Rural Development.

B. General Provisions

1. Under no circumstances shall the Town be obligated to pay for any services that may be performed under B. Phase 2 above until such time as USDA Rural Development has obligated funds for the project improvements and the Town has authorized the consultant, in writing, to provide these services.
2. The Consultant shall maintain the necessary staff to insure the orderly and efficient administration of the program.
3. The Consultant shall submit periodic progress reports to the Town summarizing the status of the program. Problem areas will be identified and actions taken to resolve these problems reported.
4. The Town shall pay the Consultant the lump sum fee of \$39,200 for the completion of Phase 2 Project Management Services. Progress payments for the completion of these tasks shall be made in seven equal installments consistent with the schedule of milestones appended hereto as Attachment A and incorporated into this agreement.
5. The Consultant acknowledges and agrees that the fee for its services indicated in Paragraph B.4 above will not be increased for any reason without the prior written consent of the Town.
6. This contract shall terminate upon the acceptance by Rural Development of the final close-out report or upon thirty (30) days written notice from one party to the other. Within thirty (30) days of the termination of the contract, the Consultant shall receive

compensation for those project milestones which have been completed by the end of the thirty (30) day notice period.

TOWN OF BERGEN

BY: _____

DATE: _____

ABELLA ASSOCIATES

BY: Breg Sell

DATE: 10-21-19

ATTACHMENT A

Payment Schedule

Phase 2

Lump sum fee of \$39,200, payable in six equal portions upon completion of the following Milestones:

Payment Number

Milestone

- | | |
|---|--|
| 1 | Completion of 30 percent of construction. |
| 2 | Completion of 60 percent of construction. |
| 3 | Substantial completion of construction. |
| 4 | Closing of RD Loan. |
| 5 | Submission of final closing documents to RD. |

supervisor@bergenny.org

From: supervisor@bergenny.org
Sent: Saturday, January 18, 2020 8:51 AM
To: 'bergenclerk@bergenny.org'
Cc: 'supervisor@bergenny.org'
Subject: notice to send out

Michele can you please send the following to all town employees/personnel who have town e-mail accounts- from both Of us.

Thanks
Ernie

TOWN OF BERGEN- ADVISORY FOR ACTIONS TO MINIMIZE RISK OF CYBER ATTACK.

While there is currently no specific, credible threat, to the Town of Bergen is reminding users to be aware of email phishing scams that trick users into clicking on malicious attachments or browsing to malicious websites.

Malicious attachments and sites have the capability of downloading malware onto the Town of Bergen's systems and networks, encrypting or destroying the town of Bergen's files and crippling the town of Bergen's services. Malicious websites may also harvest your user name and password, significantly increasing the risk of unauthorized access to sensitive town of Bergen information.

The Town of Bergen encourages users to take the following actions to avoid becoming a victim of social engineering and phishing attacks:

- Refrain from accessing personal email (e.g., Gmail, Yahoo) and/or social media applications from their town of Bergen systems.
- Refrain from opening email that has been categorized as junk or spam.
- Be wary of unsolicited emails, even from a known sender. Call the organization directly to verify that the email is legitimate.
- Use caution with email links and attachments without authenticating the sender; type the link into your web browser to verify legitimacy.
- Do not reply to email with any personal information or passwords.
- Do not use the same password for your work account, financial accounts, or social media.
- Change ALL your passwords if you suspect ANY of your accounts might be compromised.
- Educate yourself on how to protect yourself from phishing by visiting the NYS Office of Information Technology Services' phishing awareness page at: <https://its.ny.gov/resources> (click the Phishing Awareness tab).
- Immediately report any suspicious emails to Town of Bergen

If you suspect your system may have been compromised, contact me.

Thank you for your ongoing cyber security awareness and vigilance.

Michele M. Smith, RMC



MUNICIPAL FINANCE

January 17, 2020

Mr. Ernest Haywood
Supervisor
Town of Bergen
10 Hunter Street
PO Box 249
Bergen, NY 14416-0249

Dear Ernie:

We are pleased to submit the following letter for Municipal Advisor services in connection with the Town's proposed \$8,958,000 Water Improvement Benefit Area #1 Project and other financial matters.

The scope of our letter is divided into six parts:

A TEMPORARY FINANCING

PART 1 - Initial Borrowing and/or Renewal of Bond Anticipation Notes with an Official Statement (\$1,000,000 or more).

B PERMANENT FINANCING

PART 2 - Sale of Registered Public Market Serial Bonds with an Official Statement (\$1,000,000 or more).

PART 3 - Refunding Bonds with an Official Statement.

C OTHER

PART 4 - Continuing Annual Secondary Market Disclosure over the Life of a Bond Issue to Comply with CFR Title 17, Securities Exchange Act of 1934, as amended, Section 240.15c2-12.

PART 5 - IRS Arbitrage Rebate or Penalty Tracking and Calculation in Compliance with the Internal Revenue Code of 1954, as amended, Section 148.

PART 6 - Financial Management Services

BERNARD P. DONEGAN, INC.

345 WOODCLIFF DRIVE, 2ND FLOOR
FAIRPORT, NY 14450
585 • 924-2145 • FAX 585 • 924-4636

E-MAIL: team@bpdinc.net

A TEMPORARY FINANCING

PART 1- INITIAL BORROWING AND/OR RENEWAL OF BOND ANTICIPATION NOTES WITH AN OFFICIAL STATEMENT

The following items will be completed under this portion of the contract:

- (1.1) Complete a sequential **deadline calendar** for all items to be accomplished in connection with the creation of the Official Statement and Notice of Sale, the Bond Anticipation Note sale, and subsequent closing.
- (1.2) Collect the information necessary and create the **Official Statement** used to advertise the issue in compliance with Part 27 of Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, and in compliance with Section 60.00 of the Local Finance Law for the public sale of obligations in excess of \$500,000; and additionally, in compliance with the Security and Exchange Commission's Rule 240.15c2-12, requiring the Official Statement for public reoffering of issues of \$1,000,000 and more.
- (1.3) Prepare and file the "**Certificate of Filing of Official Statement**" pursuant to Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Section 27.4(a).
- (1.4) Create the **Notice of Sale** required by the Official Compilation of Codes, Rules and Regulations of the State of New York, Section 26, and Section 60.00(e) of the Local Finance Law and coordinate the approval of Bond Counsel and subsequent distribution to potential purchasers of the Bond Anticipation Notes along with the Official Statement.
- (1.5) Arrange for **time and location of sale**.
- (1.6) Coordinate and provide **written follow-up** among Town Officials, Bond Counsel and, where appropriate, Project Engineer.
- (1.7) **Conduct the sale** and make a recommendation on the award of the bid.
- (1.8) Arrange for Standard & Poor's "**CUSIP**" (Committee on Uniform Security Identification Procedures of the American Bankers Association) numbers to be assigned to the issue and subsequently printed on the notes, if applicable.
- (1.9) Coordinate and provide **written follow-up** of the note details and **closing arrangements** with the purchaser of the Bond Anticipation Notes, Bond Counsel and/or the Town Attorney, and Town Officials.

- (1.10) If appropriate, **coordinate the payoff of any maturing Notes** with the renewal proceeds among all concerned parties.

The charge for each Bond Anticipation Note borrowing or renewal thereof will be \$6,475 plus out-of-pocket expenses. If an Official Statement is not utilized for a Note issue under \$1,000,000, then the charge would be \$3,237 plus out-of-pocket expenses. The rate will be adjusted each July 1 by the change in the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30.

B PERMANENT FINANCING

PART 2- SALE OF REGISTERED PUBLIC MARKET SERIAL BONDS WITH AN OFFICIAL STATEMENT

The following items will be completed under this portion of the contract:

- (2.1) Coordinate the **approval of the maturity schedule** and Bond Counsel's drafting of the certification setting the terms and conditions of the registered serial bond sale.
- (2.2) Complete a sequential **deadline calendar** for all items to be accomplished in connection with the creation of the Official Statement, the Bond sale and subsequent closing.
- (2.3) Collect the information necessary and create the **Official Statement** used to advertise the issue in compliance with Part 27 of Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, and in compliance with Section 60.00 of the Local Finance Law for the public sale of obligations in excess of \$500,000; and additionally, in compliance with the Security and Exchange Commission's Rule 240.15c2-12, requiring the Official Statement for the public reoffering of issues of \$1,000,000 and more.
- (2.4) Coordinate and provide **written follow-up** to Town Officials and Bond Counsel.
- (2.5) Compile the information required and make application on behalf of the Town for a **Standard & Poor's or a Moody's Credit Rating** in connection with the bond sale.
- (2.6) Apply for "Qualification" for **municipal bond insurance**, which would guarantee the repayment of the yearly principal and interest on the Bonds and, subsequently, complete the request for reviews.
- (2.7) Provide **advance notification** of the Bond Sale to banks, brokerage firms and other potential purchasers prior to mailing the Official Statement and Notice of Sale.

- (2.8) Where appropriate, using Certificated Bonds, coordinate the appointment of a **"Fiscal Agent"** bank to act as the required registrar for subsequent payment of principal and interest to registered bond holders. Coordinate the completion and review of the **"Fiscal Agent Agreement"** among the Town Officials, Bond Counsel and selected bank.
- (2.9) Where appropriate, using **Book-Entry Only Bonds**, coordinate all necessary arrangements with The Depository Trust Company in preparation for the closing.
- (2.10) Coordinate the **printing and mailing of the Official Statement** and the Notice of Sale.
- (2.11) Prepare and file the **"Affidavit of Mailing of Official Statement"** pursuant to Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Section 25.3(b).
- (2.12) Prepare and file the **"Certificate of Filing of Official Statement"** pursuant to Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Section 27.4(a).
- (2.13) Arrange for legal ad **publication of the Notice of Sale** in compliance with Section 25.2 of Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York and in compliance with Section 57.00 of the Local Finance Law.
- (2.14) Complete, have executed by Town Officials, and file the **"Debt Statement"** with the Office of the State Comptroller and Bond Counsel in compliance with Section 109.00 of the Local Finance Law.
- (2.15) Arrange for the **location and time of the Bond sale**, and acceptance of the bids.
- (2.16) **Conduct the sale** and make recommendation on award of the Net Interest Cost bid. Coordinate filing copies of the bids with Bond Counsel and the Town Clerk. Coordinate deposit of the proceeds of the **"Good Faith"** check (2% of issue amount).
- (2.17) Arrange for Standard & Poor's **"CUSIP"** (Committee on Uniform Security Identification Procedures of the American Bankers Association) **numbers** to be assigned to the issue.
- (2.18) Coordinate the **closing arrangements** with the bond purchaser, Bond Counsel and Town Officials. Provide written confirmation of the net amount to be received at the closing including the principal, good faith check, premium and accrued interest as applicable.

- (2.19) If appropriate, **coordinate the payoff of any maturing Notes** with the bond proceeds among all parties concerned.

We will assist the Town in planning its total budget for the project and, in doing so, we will prepare a list of materials, outside services, disbursements and the estimated costs for items such as bond register bookkeeping system, credit rating, printing and mailing of the Official Statement, and publications of the Notice of Sale. The aforementioned materials, outside services and disbursements will be the responsibility of the Town.

The charge for each serial bond issue will be \$12,235 plus out-of-pocket expenses. If an Official Statement is not utilized for a Bond issue under \$1,000,000, then the charge would be \$6,117 plus out-of-pocket expenses. The fee quoted herein will be adjusted by the change in the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30.

PART 3- SALE OF REGISTERED PUBLIC MARKET REFUNDING SERIAL BONDS WITH AN OFFICIAL STATEMENT

The following items will be completed under this portion of the contract:

- (3.1) Advise on the **dollar size** of the registered serial bond issue and market timing of the Pricing.
- (3.2) Plan an optimum **maturity date** recognizing the fiscal year, timing of revenue, and long-term debt service planning impact thereof on the Town.
- (3.3) Prepare **alternative maturity schedules**, if needed, complying with the restrictions of Sections 11.00 and 21.00 of the Local Finance Law, and market expectations, so that the Town may select the one to be used for repayment of the borrowed funds.
- (3.4) **Presentation** to Town Board and Town Officials, if requested.
- (3.5) Coordinate the **approval of the maturity schedule** and Bond Counsel's drafting of the certification setting the terms and conditions of the registered serial bond pricing.
- (3.6) Coordinate and provide **written follow-up** to Town Officials and Bond Counsel.
- (3.7) Complete a sequential **deadline calendar** for all items to be accomplished in connection with the creation of the Official Statement, the Bond Pricing and subsequent closing.

- (3.8) Prepare **Contact List** to be distributed to all parties.
- (3.9) Collect the information necessary and create the **Official Statement** used to advertise the issue in compliance with Part 27 of Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, and in compliance with Section 60.00 of the Local Finance Law for the public sale of obligations in excess of \$500,000; and additionally, in compliance with the Security and Exchange Commission's Rule 240.15c2-12, requiring the Official Statement for the public reoffering of issues of \$1,000,000 and more.
- (3.10) Compile the information required and make application on behalf of the Town for a **Standard & Poor's or a Moody's Credit Rating** in connection with the bond pricing.
- (3.11) Attend **conference call** with Municipal Officials and Credit Rating Agency Representative.
- (3.12) Attend **due diligence conference call** with Municipal Officials, Underwriter, and Bond Counsel.
- (3.13) Apply for "Qualification" and receive bids for **municipal bond insurance**, which would guarantee the repayment of the yearly principal and interest on the Bonds and, subsequently, complete the request for reviews.
- (3.14) Coordinate **Refunding Bond Pricing** with Underwriter and other potential purchasers.
- (3.15) Where appropriate, using Certificated Bonds, coordinate the appointment of a **"Fiscal Agent"** bank to act as the required registrar for subsequent payment of principal and interest to registered bond holders. Coordinate the completion and review of the "Fiscal Agent Agreement" among the Town Officials, Bond Counsel and selected bank.
- (3.16) Where appropriate, using **Book-Entry Only** Bonds, coordinate all necessary arrangements with The Depository Trust Company in preparation for the closing.
- (3.17) Coordinate the completion and execution of the **Bond Purchase Agreement**.
- (3.18) Coordinate the **printing and mailing of the Official Statement**.
- (3.19) Coordination of the **Bond Pricing**, and acceptance of pricing results.

- (3.20) Arrange for Standard & Poor's "**CUSIP**" (Committee on Uniform Security Identification Procedures of the American Bankers Association) **numbers** to be assigned to the issue.
- (3.21) Coordinate the **closing arrangements** with the bond purchaser, Bond Counsel and Town Officials. Provide written confirmation of the net amount to be received at the closing including the principal, good faith check, premium and accrued interest as applicable.
- (3.22) If appropriate, **coordinate the payoff** and calling of any maturing Bonds with the bond proceeds among all parties concerned.
- (3.23) Completion of future principal and interest schedule with **annual debt service tracking and CUSIP identification tracking**.
- (3.24) Assistance with **communicating and interfacing with Depository Trust Company** on the follow up issues. This may include what the principal and interest payments are, when the payments are due, and the wire instructions for the routing of the proceeds by Federal Funds through the Federal Reserve System to the Depository Trust Company.
- (3.25) Additional municipal request for **assistance in clarifying, informing, and reviewing the refunding process after the funding date**. This may include informing the municipal officials, advising on key communication personnel at the various agencies serving during the transaction including Bond Counsel, Depository Trust Company, Credit Rating Agency, Escrow Bank, Underwriter, Underwriter's Counsel, the Verification Agent and the tracking of the defeasement investments.

We will assist the Town in planning its total budget for the funding and, in doing so, we will prepare a list of materials, outside services, disbursements and the estimated costs for items such as bond register bookkeeping system, credit rating, printing and mailing of the Official Statement. The aforementioned materials, outside services and disbursements will be the responsibility of the Town.

Additional work for any Refunding Bonds will be at the following rates based on the Par size [*plus premium*] of the Refunding Bond (based on latest estimate of Bond size per Underwriting team): \$1,000,000 - \$5,000,000 base fee of \$19,171 plus \$1.2248 / 1,000; \$5,000,001 - \$10,000,000 base fee of \$21,301 plus \$0.7988 / 1,000; \$10,000,001 - \$20,000,000 base fee of \$23,431 plus \$0.5325 / 1,000; and \$20,000,001 and above, base fee of \$28,756 plus \$0.2663 / 1,000. If the Refunding Bond is issued through DASNY, then the above Base fee is increased by \$5,325. The rates will be adjusted each July 1 by the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30. Voucher will be submitted after Pricing.

C OTHER

PART 4- CONTINUING ANNUAL SECONDARY MARKET DISCLOSURE OVER THE LIFE OF A BOND ISSUE TO COMPLY WITH CFR TITLE 17, SECURITIES EXCHANGE ACT OF 1934, AS AMENDED, SECTION 240.15c2-12

The above-referenced Section 240.15c2-12 requires the Town, as the issuer of \$1,000,000 or more, "to enter into a written agreement to provide certain event notices and/or annual financial information to the Electronic Municipal Market Access ("EMMA") system maintained by the Municipal Securities Rulemaking Board ("MSRB)." The regulation makes it unlawful for a broker or underwriter to purchase and reoffer the Town's issue unless the broker has verified that the Town has undertaken the above-referenced "written agreement or contract for the benefit of the bond holders." Services rendered for compliance will depend directly upon the amount and type of indebtedness incurred by the Town and will be billed at the firm's current hourly rate.

- (4.1) **FULL DISCLOSURE** - The Town is required to annually prepare and file a secondary market disclosure official statement (financial information and operating data); audited annual reports, if any; and Material Event Notices to MSRB's EMMA system, if the Town's total outstanding indebtedness, including the current issue, exceed \$10,000,000. We can assist with the collection and filing of the required information as annually required and as Event Notices are received from the Town. The time estimate under the current configuration of Section 240.15c2-12 is approximately 25± hours.
- (4.2) **LIMITED DISCLOSURE** - The Town is required to, at a minimum, file certain annual financial information and operating data which is customarily prepared by the Town and is publicly available and a copy of the audited financial statements (if applicable) to MSRB's EMMA system. The Town must also provide Material Event Notices to the EMMA system. We can assist with the collection and filing of the required information as annually required and as Event Notices are received from the Town, if the Town's total outstanding indebtedness, including the current issue, is less than \$10,000,000. The time estimate under the current configuration of Section 240.15c2-12 is approximately five hours each year.
- (4.3) **LIMITED DISCLOSURE - EVENT NOTICES ONLY** - The Town is required to file certain "Event Notices" to the MSRB's EMMA system. When "Events" occur during the life of the issue, a determination is needed by Bond Counsel, and we can assist with the filing of the "Event Notices" after being notified by the Town as "Events" occur.

PART 5- IRS ARBITRAGE REBATE OR PENALTY TRACKING AND CALCULATION IN COMPLIANCE WITH THE INTERNAL REVENUE CODE OF 1954, AS AMENDED, SECTION 148

The Supervisor of the Town will make certifications in the closing documents prepared by Bond Counsel for the Note or Bond confirming compliance with the IRS Arbitrage Regulations §1.148. If available, the Town Supervisor will elect "Penalty" or "Rebate" on IRS Form 8038-G filed with the IRS at the time of closing on the issue. The Town must track the receipt of the issue proceeds, interest earned thereon, and payments made to the IRS, as agreed to by the Supervisor in the closing "Arbitrage Certificate" so that the issue remains exempt from, federal, state, and local income tax under §148 of the Tax Code.

The following items may be completed at the firm's current hourly rate, at the request of the Town Board or Town Officials under this portion of the contract:

- (5.1) **Determine Arbitrage Impact** on various borrowing scenarios based on "what ifs" applied to variable criteria which can affect amount of Rebate/Penalty and, consequently, amount of interest earned payable to the Internal Revenue Service.
- (5.2) **Track specific proceeds** of each issue, so the Town may remain in compliance with the Internal Revenue Code, using approved Government Finance Officers Association guidelines, procedures and tracking tools. The necessary raw data will be requested by our firm and the monthly tracking accomplished with reports and recommendations to the Town on optional spending patterns.
- (5.3) Perform **Arbitrage Rebate/Penalty Analysis and calculations** to determine amount of Rebate or Penalty, if any, payable to the Internal Revenue Service.
- (5.4) Assist in the completion of the **Internal Revenue Service Form 8038-T, "Arbitrage Rebate and Penalty in Lieu of Arbitrage Rebate"**, which must be filed with any Arbitrage Rebate/Penalty payment made to the IRS, in compliance with Section 148 of the Internal Revenue Code.
- (5.5) **Compile an audit trail document** showing transactions related to the issue's proceeds. The calculation of the "spend down" thresholds and any penalty or rebate will be included. The documentation will be provided to the Town at completion of tracking the expenditure of the issue proceeds or in the interim for an IRS compliance audit, if required.
- (5.6) Assist in the preparation for, and **attend any worksessions** and/or meetings if and when an **IRS Audit** takes place regarding Section 148 of the IRS Tax Code dealing with arbitrage review.

PART 6- FINANCIAL MANAGEMENT SERVICES

The following representative items can be completed:

- (6.1) Create a **projected cash flow** for the project.
- (6.2) Assist with and coordinate the **wire transfer** of funds from bank to bank through the Federal Reserve System.
- (6.3) Assist with **financial planning** and borrowings and review of borrowing options and scenarios.
- (6.4) Assist in establishing **accounting records** and bookkeeping procedures on the double-entry basis.
- (6.5) Create the format for a **monthly financial report** on the project to summarize the information in the bookkeeping system for management purposes.
- (6.6) Assist in estimating appropriate **debt service budget** figures.
- (6.7) Attend and participate in **Board meetings**, worksessions, or public information meetings.
- (6.8) Prepare **interim reports** concerning financial matters of the project.
- (6.9) Obtain an independent market valuation of the current value of **bonds** proposed to be **substituted in lieu of cash retainage** by contractors pursuant to Section 106.00 of the General Municipal Law and provide written follow-up and procedural suggestions for the physical handling of these instruments.
- (6.10) If required by arbitrage rules, coordinate the investment in State & Local Government Series in cooperation with the local bank of account, Bond Counsel and the Federal Reserve Bank in New York City.
- (6.11) Assist with **credit rating review** and/or conference call for bond sale or surveillance call as needed by Credit Rating Agency.

Any time spent assisting the Town Board and Town Officials with the preparation of financial data or attending any meetings or public hearings in connection with the proposed capital project will be billed at the current hourly rate.

The charge for any Financial Management Services will be \$171 per hour plus out-of-pocket expenses. The rate will be adjusted each July 1 by the change in the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30.

BILLINGS

All billings will include out-of-pocket expenses, which include copies, postage, mileage, travel, and any other incidental costs in connection with the project.

- PART 1- BOND ANTICIPATION NOTE BORROWINGS WITH AN OFFICIAL STATEMENT (\$1,000,000 OR MORE)** - Vouchers will be submitted after settlement of the Notes.
- PART 2- SALE OF REGISTERED PUBLIC MARKET SERIAL BONDS WITH AN OFFICIAL STATEMENT (\$1,000,000 OR MORE)** - Vouchers will be submitted after settlement of the Bonds.
- PART 3- SALE OF REGISTERED PUBLIC MARKET REFUNDING SERIAL BONDS WITH AN OFFICIAL STATEMENT-** Vouchers will be submitted directly to the Escrow bank prior to funding.
- PART 4- CONTINUING ANNUAL SECONDARY MARKET DISCLOSURE** - Vouchers will be submitted after verified filing of the required information with the specified repositories.
- PART 5- IRS ARBITRAGE REBATE OR PENALTY TRACKING AND CALCULATION** - Vouchers may be submitted on a monthly basis.
- PART 6- FINANCIAL MANAGEMENT SERVICES** - Vouchers may be submitted on a monthly basis.

Additional work beyond the scope of this January 17, 2020 letter of services will be at the rate of \$171 per hour plus out-of-pocket expenses. The rate will be adjusted each July 1 by the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30. Vouchers for any services provided may be submitted on a monthly basis.

If the services under any portion of this contract are commenced, but are not completed for any reason, or are completed without our firm performing the entire role contemplated herein, an invoice will be rendered for the actual hours completed at the firm's normal hourly rate, plus actual disbursements incurred.



Mr. Ernest Haywood

January 17, 2020

Page 12 of 13

Any services in the nature of financial advice are to be performed by our firm to the best of our abilities based on such information as may be available to us from time to time when such advice is given. No liability is assumed, however, for any errors or omissions not constituting gross negligence.

Upon acceptance of this letter of services, please **sign and date both copies**, retaining one signed copy for the official Town records, and **returning the other signed copy to our office in the envelope provided.**

This letter of intent and the fees quoted herein are valid if accepted and executed within 60 days of the date hereon.

Given the DRAFT Financial Plan (two Bond Anticipation Notes and one Rural Development Bond) as well as Grant Administration for the basic capital project, we anticipate our total invoices would be less than \$38,000. If the project changes, we may need to revisit this estimate.

Bernard P. Donegan, Inc. is registered with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board. The MSRB website is <http://msrb.org/>. A municipal advisory client brochure is available to you describing protections that may be provided by the Municipal Securities Rulemaking Board rules and how to file a complaint with an appropriate regulatory authority.

Pursuant to SEC MSRB Rule G-42, this letter of services should be in place prior to municipal advice being given. Further, under Rule G-42, we are not aware of any known material conflicts of interest with your municipality. The firm has not been subject to any legal or disciplinary proceedings under SEC regulations. The Company's SEC Forms MA and MA-I can be found at www.sec.gov/edgar/searchedgar/webusers.htm.

If you should have any questions concerning this letter of services, please contact us. We look forward to working with the Town on this project.

Very truly yours,

Charles A. Bastian
President

CAB/jam
Enclosures

I, _____, Supervisor of the Town of Bergen, have been authorized by a resolution dated _____ to accept the Bernard P. Donegan, Inc. letter for Municipal Advisor Services as outlined above.

(Signed) _____

(Dated) _____

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
COUNCILMEN
DONALD CUNNINGHAM, DEPUTY SUPERVISOR
JAMES STAROWITZ
MARK ANDERSON
COUNCILWOMAN
BELINDA GRANT
ANNE SAPIENZA
SUPERINTENDENT OF HIGHWAYS
MIKE JOHNSON

TOWN CLERK/TAX COLLECTOR
MICHELE M. SMITH
JUSTICES
JOSEPH NENNI
ROBERT SWAPCIBINSKI

ZONING & CODE ENFORCEMENT OFFICER
DAVID MASON

ASSESSOR
RHONDA SAULSBURY



1/21/2020

TOWN OF BERGEN- NOTICE OF CODE VIOLATION AND ORDER TO CORRECT

Property address: 6558 North Lake Road –Tax Account 6.-1-45

Property Owner's Name and Address: Alex Kozlyuk

**114 Olde Harbour Trail
Rochester, New York 14612**

CERTIFIED MAIL

Mr. Alex Kozlyuk
114 Olde Harbour Trail
Rochester, New York, 14612

Dear Mr. Kozlyuk,

Please take notice that you are in violation of the following Town of Bergen code.

Section 302 , 302.8

Motor Vehicles: Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair or in the process of being stripped or dismantled.

I have discussed this violation with Raman and he was present at the Bergen Town Board on 12/10/19. As discussed at the town board meeting on 12/10/2019 with Roman the cars in violation on your property at 6558 N. Lake Road must be removed within 30 Days of the date of receipt of this letter or face fines up to 250 \$ per day per violation will be imposed.

Please submit notice to myself and the Town board of the actions you will take to comply with this request.

David Mason

ZEO-CEO

TOWN OF BERGEN
TRAVEL REQUEST FORM (revised 1/90)

PURPOSE OF TRIP (ATTACH COPY OF CONFERENCE AGENDA IF AVAILABLE)

FLBOA Conference

LOCATION

Rit Inn and Conference Center

MEETING START: DATE

3/9/20

TIME

7am

MEETING END: DATE

3/11/20

TIME

5pm

WILL YOU BE ATTENDING THE ENTIRE PROGRAM YES NO

IF NO STATE PLANNED ARRIVAL AND DEPARTURE TIMES _____

MEANS OF TRANSPORTATION

Self

ESTIMATED EXPENSES:

REGISTRATION

390

TRANSPORTATION

150 miles @ .575

86.25⁰⁰

LODGING

MEALS

OTHER

EXPLAIN

TOTAL

476.25

REQUESTED BY: NAME

DAVID MASON

POSITION

CEO-CEO

TOWN CLERK USE ONLY

BUDGET ACCOUNT NO. _____

MONEY AVAILABLE IN BUDGET: YES _____ NO _____

ACTION BY TOWN BOARD: APPROVED _____ DENIED _____ DATE _____

BOARD COMMENTS _____

COPY OF COMPLETED FORM MUST BE ATTACHED TO VOUCHER FOR PAYMENT