

**Town Board Meeting  
Town of Bergen  
Via Zoom -Due to COVID-19 Pandemic**

**May 26th, 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- Regular Meeting 5/12/20 and Special Meeting 5/16/2020**

**III. Communications included with this agenda:**

1. Town of Bergen- State of Emergency Declaration
2. Mercy EMS report for April. 2020
3. Town of Bergen- COVID -19 Re-Entry Safety Plan for Town Hall, Town Clerk, Town Highway Department, CEO/ZEO, and Assessor's office
4. Letter from Joan and Sally Mech regarding signage on Rte.262

**IV. Board Members' items for addition to the agenda**

**V. Reports:**

- Supervisor
- Clerk                      -Request for pass through window galss
- Board Members
- Zoning / Code Enforcement
- Highway

**Committees**

- Building, Grounds, Facilities and Cemeteries-
- Parks-
- Local History & Museum
- Policy and Personnel
- Transfer Station

**VI. Old Business:**

- Water Benefit Improvement Area #1
- Discussion of revised spending plan due to potential loss of state and county funding

**VII. New Business:**

- Clerk's request for Glass for internal office window
- Approval of the Town of Bergen's COVID-19 Re-entry Safety Plan for the Town Hall, Town Clerk's office, CEO/ZEO and Assessor's office and the Town Highway Department

**IX. Meeting and Other Upcoming Dates**

- Next Town Board Meeting: June 9<sup>th</sup>
- 7 pm Audits of Bills at 6:45 pm.

**X. Adjournment**

**DRAFT**

**MAY 12, 2020**

**BERGEN TOWN BOARD**

**REGULAR MEETING**

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

**PRESENT:**

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

**ALSO PRESENT:**

Mike Johnson, Highway Superintendent  
Michele M. Smith, Town Clerk  
Dave Mason, ZEO/CEO

**OTHER ATTENDEES**

Nancy Bailey  
Michelle Geiger

**PRAYER**

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**MINUTES:** *Councilwoman Sapienza made a motion to approve the minutes of April 28, 2020; seconded by Councilman Starowitz and carried by a vote 5-0.*

**COMMUNICATIONS:**

Supervisors Report for April 2020  
Summary Spreadsheets for April 2020  
Town Clerk's Report for April 2020

**REPORTS:**

**SUPERVISOR:** Sanitizer and Masks from Genesee County, Insurance renewal saved \$700, contacted NYS to extend the State of Emergency; Budget impact analysis, reopening plan, census – Bergen is at 63%; Governor Energy Rules; Emergency GAM meeting May 11<sup>th</sup> to present a resolution to the County against rescinding the Sales Tax Revenue to Towns and Villages; working on SAM's Grant closeout.

**Town Clerk:** getting calls about masks, questioning how long the food will be delivered and who's paying for it. Supervisor Haywood reported that 600 masks and 800 mini sanitizers will be distributed through the Village Office, 300 meals are being distributed per week, food is being donated and the Village Mayor is filing out FEMA application for reimbursement.

**ZEO/CEO:** 6558 N. Lake Rd. property is in compliance; issued Certificates of Occupancy and building permits

**Highway:** 2009 F550 dump truck got \$15,200 at auction; County Snow & Ice – using new formula, no payment received- Highway Superintendents are meeting May 14<sup>th</sup> to 5yr contract.

**TOWN CLERK'S REPORT:** *Councilwoman Grant made a motion to file the Town Clerk's April 2020 Report; seconded by Councilwoman Sapienza and it carried by a vote 5-0.*

**SUPERVISOR REPORT:** *Councilwoman Sapienza made a motion to file the Supervisors April 2020 Report; seconded by Councilman Anderson and it carried by a vote 5-0.*

**COMMITTEES:**

**Building and Grounds:** Nothing to report

**Parks:** Nothing to report

**Local History & Museum:** Nothing to report

**Transfer Station:** Nothing to report

**Policy and Procedure:** Councilman Anderson will be on the union negotiation committee

**OLD BUSINESS:**

**Water improvement Benefit Area #1 Update:** meeting was held today and the project will proceed with bonding in August and going out to bid in the fall.

**NEW BUSINESS:**

**County Sales Tax Revenue** Genesee County voting to rescind Sales Tax revenue to Towns and Villages on Wednesday, May 13<sup>th</sup>. Budget cuts are needed in every department with a meeting to discuss options with department heads on Saturday, May 16<sup>th</sup> at 10:00 am.

**BILLS:** The bills were presented for audit and totaled General A Fund \$5,409.37; General B Fund \$1,376.93; Highway DB \$1,854.83; Water District \$30,611.25; Library \$22,485.90; Fire Contract \$102,943.79; PA-A \$3,907.15 and PA-DB \$4,617.64. *Councilman Starowitz made a motion to pay the May bills; seconded by Councilwoman Sapienza and it carried by a vote 5-0.*

**Executive Session** *Councilwoman Grant made a motion to enter into executive Session to discuss a personnel issue at 7:34pm; seconded by Councilman Starowitz and carried by a vote 5-0. Councilwoman Sapienza made a motion to exit Executive Session at 7:57pm; seconded by Councilman and carried by a vote 5-0.*

**REGULAR MEETING** – Tuesday, May 26, 2020 at 7:00 pm with teleconference.  
Special Meeting – Saturday, May 16, 2020 10:00 am – Teleconference Town Financial Outlook

**ADJOURNMENT** *was at 7:58 pm on a motion by Councilwoman Grant; seconded by Councilman Anderson and carried by a vote 5-0.*

Respectfully submitted

*Michele M. Smith*

Michele M. Smith,  
Town Clerk

**DRAFT**

**May 16, 2020 BERGEN TOWN BOARD SPECIAL MEETING – FINANCIAL OUTLOOK**

The Bergen Town Board convened in a special work session to discuss 2020 budget reductions due to loss of Genesee County Sales Tax Revenue at 10:05 am Teleconference with Supervisor Haywood presiding.

**PRESENT:**

Supervisor Ernest Haywood  
Town Clerk Michele Smith  
Councilman Belinda Grant  
Councilwoman Anne Sapienza  
Confidential Secretary, Leisa Strabel  
Rhonda Saulsbury, Assessor  
Highway Superintendent Mike Johnson  
Dave Mason, ZEO/CEO  
Rob Swapceinski, Town Justice  
Joe Nenni, Town Justice  
Carrie Gale, Library Board President  
Brian Stone, Bergen Fire Department  
Eric Wies, President of Fire Department (10:50)

**ABSENT:**

Councilman Mark Anderson  
Councilman James Starowitz

Budget cuts of 30% were discussed in all departments

Meeting ended at 10:58

**NEXT MEETING:**

Regular Meeting – Tuesday, January 28, 2020 at 7:00 pm at the Town Hall

Respectfully submitted,

*Michele M. Smith*

Michele M. Smith, Town Clerk

# 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  
JAMES STAROWITZ  
MARK ANDERSON

COUNCILWOMEN  
BELINDA GRANT, DEPUTY SUPERVISOR  
ANNE SAPIENZA

SUPERINTENDENT OF HIGHWAYS  
MIKE JOHNSON

TOWN CLERK/TAX COLLECTOR  
MICHELLE M. SMITH

JUSTICES  
JOSEPH NENZI  
ROBERT SWAPCZINSKI

ZONING & CODE ENFORCEMENT OFFICER  
DAVID MASON

ASSESSOR  
RHONDA SAULSBURY

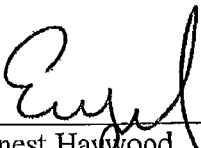


## Town of Bergen

### State of Emergency Proclamation

The County of Genesee and the State of New York have declared States of Emergency in response to the COVID-19 outbreak. The outbreak poses an immediate danger to public health and safety which endangers the residents and businesses of Town of Bergen. In consultation with the Village of Bergen and the Bergen Fire department, I believe it is in the best interest of the Town of Bergen and our residents/businesses for me to issue a State of Emergency in the Town of Bergen which will allow me the discretion to use any and all facilities, equipment, supplies, personnel and other resources of the Town of Bergen in such a manner as may be necessary or appropriate to cope with the disaster or emergency resulting therefrom. In particular, but with no limitation, I anticipate that it will be critical to have Town of Bergen personnel available to respond to specific, but current unforeseen, needs arising in the Town. Therefore, by the power vested in me, pursuant to Article 2B of the Executive Law of the State of New York, I hereby declare a state of emergency effective at 5 pm on May 15, 2020 in the Town of Bergen, Genesee County, New York. This state of emergency shall remain in effect for the next 30 days unless and until rescinded or extended by me for an additional 30 day period.

Any residents in need of special or emergency assistance are advised to contact 911. All residents are advised to monitor the town's web site, local media reports for continued updates and advisories.

  
\_\_\_\_\_  
Ernest Haywood  
Supervisor Town of Bergen Genesee County

5/12/2020  
Date

*This institution is an equal opportunity provider, and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any UDSA office, or call (866)-632-9922 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 2050-9410 or by fax (202)690-7742 or e-mail [program.intake@usda.gov](mailto:program.intake@usda.gov).*

**FD GEN BERGEN**

Trip Date IS BETWEEN 04/01/2020 AND 04/30/2020; 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
<b>FD GEN BERGEN</b>				
<b>Response Zone:GEN BERG 17</b>				
15:00 - 15:59	1	1	50%	50%
16:00 - 16:59	1	2	50%	100%
<b>Total Calls:</b>	<b>2</b>	<b>2</b>	<b>100%</b>	
<b>Response Zone:GEN BERG 22</b>				
18:00 - 18:59	1	1	17%	17%
19:00 - 19:59	3	4	50%	67%
20:00 - 20:59	1	5	17%	83%
23:00 - 23:59	1	6	17%	100%
<b>Total Calls:</b>	<b>6</b>	<b>6</b>	<b>100%</b>	
<b>Call Source Total Calls:</b>		<b>8</b>		

# Town of Bergen – COVID-19 RE-ENTRY SAFETY PLAN

As of 5/26/2020

## **REOPENING PLAN FOR TOWN HALL, TOWN CLERK, TOWN HIGHWAY DEPARTMENT, ZEO/CEO AND ASSESSOR'S OFFICE**

*NOTE: THE FOLLOWING REOPENING PHASES ARE SUBJECT TO FURTHER DIRECTION FROM THE COUNTY HEALTH DEPARTMENT OR THE STATE OF NEW YORK.*

### ***PHASE I FULL STAFF RETURNS TO WORK (NO PUBLIC ALLOWED) OR AS PER NY STATE OF LOCAL HEALTH DEPARTMENT—WHEN GOVERNOR LIFTS RESTRICTION— (PERHAPS 5/28)***

- A. Barriers
  - a. Employees wear masks
- B. Social Distancing
  - a. Six-foot distance is to be maintained between employees and if not possible, mask worn
  - b. Only one person allowed in rest rooms, common areas: mail room, copier,
  - c. No group gatherings, more than one person in office, break areas, conference rooms
  - d. No more than one person in an office at a time
- C. Sanitization
  - a. Each employee responsible for sanitizing entire work area at start and end of their shift, including but not limited to; wiping down all areas that could be or were touched by others, such as (all handles, door knobs, control knobs, seat belt etc.).
  - b. Buildings continued to be cleaned per current cleaning schedule/contractor.
- D. Staggered rooms/schedule to maintain one person per room occupancy
  - a. To avoid no more than one person in an office at a time, either staggered rooms or staggered times can be used. For example, the ZEO/CEO and Assessor will not be in the same office at the same time and
- E. Deliveries
  - a. All deliveries will be left outside in a weather proof container.
- F. Health Checks
  - a. All employees will be required to check their temperature prior to coming to work. If a temperature > 100.0 F they are advised to contact their medical provider.
  - b. No employee will be allowed to work with a temperature of >100.0 F and if they have any of the following symptoms (sore throat, new onset cough etc.)

***PHASE II PUBLIC ALLOWED IN TOWN HALL BUILDING BY APPOINTMENT ONLY AND NOT ALLOWED AT THE TOWN HIGHWAY DEPARTMENT -AS OF ONE MONTH LATER OR AS PER NY STATE OF LOCAL HEALTH DEPARTMENT***

- A. Barriers
  - a. If necessary- Plexiglas insert with opening to handle receipts, documents for the town clerk office
  - b. Social distance – six feet distance for any meeting with public or via Skype/zoom.
  - c. Office doors will be locked when not in use and closed when occupied to prevent public entering office space
  - d. Employees continue to wear mask
  - e. Hand sanitizer to be used after each transaction with the public
  
- B. Social Distancing
  - a. Sanitization Six-foot distance is to be maintained between employees and visitor
  - b. Only one person allowed in rest rooms, common areas: mail room, copier,
  - c. No group gatherings, more than one person in office, break areas, conference rooms
  - d. No more than one person in an office at a time
  
- C. Sanitization
  - a. Each employee is responsible for sanitizing their work area prior to working, at the end of their work day and any potentially impacted area after each appointment including but not limited to; wiping down all areas that could be or were touched by others, such as (all handles, door knobs, control knobs, seat belt etc.).
  - b. Buildings continued to be cleaned per current cleaning schedule/contractor.
  
- D. Appointment scheduling- Visitors
  - a. One appointment per department/ per employee at a time
  - b. Screening questions are to be ask of visitors/people scheduling appointment with prior to appointment- to include health questions and adherence to rules (see below)
  - c. Exterior door is to remain closed/locked and the employee is to unlock door for visitor/ appointment, sanitize and re lock.
  
- E. Requirements for public/visitor
  - a. Masks must be worn and sign is to be on door to advise of this
  - b. Hand sanitization station at door with sign requesting public to use
  - c. Health Screening questions and adherence to visitor rules that will be posted below.
  
- G. Health Checks
  - a. All employees will be required to check their temperature prior to coming to work. If a temperature > 100.0 F they are advised to contact their medical provider.
  - b. No employee will be allowed to work with a temperature of >100.0 F and if they have any of the following symptoms (sore throat, new onset cough etc.)



***PHASE III PUBLIC ALLOWED IN BUILDING (TOWN HALL, TOWN CLERK TOWN HIGHWAY DEPARTMENT, ZEO/CEO AND ASSESSOR'S OFFICES) WITHOUT APPOINTMENT AS OF ONE MONTH LATER OR AS PER NY STATE OF LOCAL HEALTH DEPARTMENT***

- A. Barriers
  - a. Plexiglas insert, or other option with opening to handle receipts, documents for the town clerk
  - b. Social distance – six feet distance for any meeting with public or via Skype/zoom.
  - c. Employees continue to wear mask
  - d. Hand sanitizer to be used after each transaction with the public
  
- B. Social Distancing
  - a. Sanitization Six-foot distance is to be maintained between employees and visitor
  - b. Only one person allowed in rest rooms, common areas: mail room, copier,
  - c. No group gatherings, more than one person in office, break areas, conference rooms
  - d. No more than one person in an office at a time
  
- C. Sanitization
  - a. Each employee is responsible for sanitizing their work area prior to working, at the end of their work day and any potentially impacted area after each appointment including but not limited to; wiping down all areas that could be or were touched by others, such as (all handles, door knobs, control knobs, seat belt etc.).
  - b. Buildings continued to be cleaned per current cleaning schedule/contractor.
  
- D. Appointment scheduling- Visitors
  - a. One appointment per department/ per employee at a time
  - b. Screening questions are to be ask of visitors/people scheduling appointment with prior to appointment- to include health questions and adherence to rules (see below)
  
- E. Requirements for public/visitor
  - a. Masks must be worn and sign posted on doors to wear
  - b. Hand sanitization station at door with sign requesting public to use
  - c. Health Screening questions and adherence to visitor rules that will be posted below
  
- F. Capacity limits
  - a. Meetings should be limited to allow for social distancing and use of Zoom wherever possible.
  
- G. Health Checks for staff
  - a. All employees will be required to check their temperature prior to coming to work. If a temperature > 100.0 F they are advised to contact their medical provider.
  - b. No employee will be allowed to work with a temperature of >100.0 F and if they have any of the following symptoms (sore throat, new onset cough etc.)

## TOWN OF BERGEN Visitation Policy

All Visitors will agree to the following requirements, if not they will not be allowed to enter and are to be ask to leave.

### 1) Health Questionnaire

In order to keep all employees and individuals in our care safe and healthy, Lifetime Assistance, Inc. has implemented a process of screening all non-staff (vendors, neighbors, families, care coordinators, advocates, etc.) who want to visit any Lifetime Assistance, Inc., facilities. Please answer the following questions and turn this card into the receptionist prior to entering.

**If you refuse to answer or respond "Yes" to any of the screening questions we respectfully ask you to leave the program or site and follow the screening determination instructions outline below.**

Yes\_\_ No\_\_ 1. Do you have a temperature of > 100.0 F -

Yes\_\_ No\_\_ 2. To your knowledge, have you had contact with any Persons under Investigation (PUIs) for COVID-19 within the last 14 days, OR anyone with known COVID-19?

Yes\_\_ No\_\_ 3. Do you have any symptoms of a respiratory infection (e.g. cough, sore throat, fever, or shortness of breath)?

If "No" to questions (1) and (2) but "Yes" to question (3): you are restricted to visitation until you are no longer exhibiting any such symptom.

If "Yes" to questions (1) and/or (2), but "No" to question (3): You are not allowed to visit, and you are advised to contact the NYS DOH for further direction. The DOH Hotline number is 1-888-364-3065.

If "Yes" to questions (1) and/or (2), and (3), (i.e. reports having symptoms), we advise you to immediately contact your medical provider and Local Health Department.

## TOWN OF BERGEN Visitation Rules

- Follow the COVID-19 safety instructions as posted thorough the facility.
- Maintain social distancing by remaining 6 feet apart from all other people throughout the facility
- Wear mask at all times: All visitors are required to wear a mask- that can be the cloth ones. The mask must cover the nose and mouth and be worn whenever in the building
- Use hand sanitizer: prior to using copy machines, telephones, time clocks and opening of all interior and exterior doors

May 20, 2020

Mr. Ernie Haywood, Bergen Town Supervisor:

Townline Road, Rte 262, is a very heavily traveled road with many motorists driving in excess of 55 mph. The town entrance to the sport fields at Robins Brook Park and the Bergen Refuse Transfer Station are located directly west of our home (7486 Townline Road) on the same side of the road. We have lived at the same address for 47 years and appreciate having these areas available to our community and do not have an issue with either site – we do, however, have an issue with safety.

Many years ago, before the sport fields and pavilion were constructed, we had concerns with people turning into what was then the Bergen dump/landfill. Due to the long passing zone starting well before our house in both directions, drivers would pass 2 and 3 cars back – and still do – and then notice that the first car was slowing down to make a turn into the dump. Squealing of tires, slamming on brakes, and laying on horns, etc. was a frequent sound on a Saturday when the dump was open. It was an accident waiting to happen.

And an accident with a similar scenario did happen. In the mid 90's our son was driving the lead car in a line of cars while heading home. He had his left turn signal on well in advance to turning in our driveway. He began the turn but was clipped on the driver's side rear by a motorist passing 3 cars back, spinning our son's car around and into the ditch. Thank God he and his friend, who was in the passenger seat, did not suffer serious injury. We, along with other members in our family, have had to purposely overshoot our driveway many times due to cars passing a few cars back.

Fast forward to now..... It's evident that the town takes pride in keeping the sport fields and park area well maintained and in excellent condition. With the addition of these sport fields, many in our community and those from areas outside our community come to use them. Along with the open days of the Refuse Transfer Station, the spring through fall days are very busy with cars entering and exiting the town driveway utilizing the sport fields and pavilion. Motorists are still driving too fast, are distracted, and are still passing! Many times, those coming from the west often overshoot the entrance, realize it, and then turn in our driveway to back out and backtrack to the town entrance. ***Would it be possible for diamond shaped yellow caution signs to be installed on Townline Road before the town driveway on both the east and west side of the road alerting drivers that a driveway entrance is ahead?***

When entering the driveway, there is a very visible and clear to understand sign secured on the gate describing access to the Refuse Transfer Station and its hours of operation. Thank you! ☺ It would be nice to have similar signs which would explain where the various sport fields are, where to park, and when people are allowed to use the fields and the pavilion. Also, the Robins Brook Park sign at the entrance is only visible for motorists driving west on 262. Can it be a little bigger, similar to the one at the front of Bergen Hickory Park in the village, **printed on both sides** and situated such that it would be visible to drivers coming from both directions?

Having yellow caution signs on Townline Road, sport field signs, and a two-sided sign at the immediate entrance, would not only help identify the area, but also address important safety concerns. We ask that you consider these requests on behalf of those who use Robins Brook Park and the Transfer Station, and for the safety of all who travel on this very busy road. Thank you for your time, and we look forward to hearing from you.

Joe and Sally Mech  
7486 Townline Road  
Bergen, NY 14416  
585-494-2159  
sallymech@yahoo.com

Joseph Eo Mech  
Sally Mech