

**Town Board Meeting
Town of Bergen
February 9th, 2021
Town Hall- 10 Hunter Street, Bergen New York
Agenda**

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

Prayer Almighty God, as we meet today to conduct matters of Town business, grant us the wisdom to remember as we work that we are servants of our constituency. Assist us to be sure our decisions should be in the best interests of the Town and its citizens, entirely unblemished by any thoughts of personal benefit. Amen.

Pledge to the flag

II. Privilege of the Floor:

III. Approval of meeting Minutes for: 1/26/2021 meeting

IV. Communications included with this agenda:

1. Supervisor Report for January 2021
2. Summary spreadsheets for January 2021
3. Town Clerk Report for January 2021
4. ZEO/CEO Report for January 2021
5. Resolution for removal of EDU charge for WBIA#1 for property at 6422 West Sweden Road -Tax. ID. # 11.-1-26
6. Resolution to Authorize Bids for the Town of Bergen WIBA No.1 Water District
7. Final Draft – Town of Bergen Historical Property Collections Policy
8. Correspondence from the City and County Youth Bureaus, dated 2/3/2021 regarding call for nominations

V. Board Members' items for addition to the agenda

VI. Reports:

Supervisor

Clerk

Board Members

Zoning / Code Enforcement: -

Highway

Committees

-Building, Grounds, and Facilities (cemeteries)

-Parks

-Local History & Museum

-Policy and Personnel

VII. Old Business:

- Town of Bergen Water Improvement Benefit Area #1 project- Update:
- Proposed increases to fees for the Town of Bergen Schedule of Fees for Building and Zoning
- Approval of the Town of Bergen Historical Property Collections Policy

VII. New Business:

- Resolution for removal of EDU charge for WBIA#1 for property at 6422 West Sweden Road -Tax. ID. # 11.-1-2
- Resolution to Authorize Bids for the Town of Bergen WIBA No.1 Water District
- Appointment of Dominica Camelio to town of Bergen Planning Board

IX- Reports & Bills:

- Action to file Town Clerks Report
- Action to file Supervisors Report
- Approve payment of the bills

X. Executive Session:

XI. Meeting and Other Upcoming Dates:

- Town Board Meeting- 2/23/21 -7 pm in the Town Hall

XII. Adjournment

DRAFT

JANUARY 26, 2021

BERGEN TOWN BOARD

REGULAR 2nd MEETING

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

PRESENT:

Supervisor Ernest Haywood
Councilwoman Belinda Grant
Councilman Mark Anderson
Councilwoman Anne Sapienza
Councilman James Starowitz

ALSO PRESENT:

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

PRAYER

PLEDGE OF ALLEGIANCE TO THE FLAG

MINUTES: *Councilwoman Sapienza made a motion to approve the January 12, 2021 Town Board minutes; seconded by Councilwoman Grant and it carried by a vote 5-0.*

COMMUNICATIONS:

Mercy EMS report December 2020
Triple-O proposals for HVAC maintenance of Town buildings
TJA Clean Energy inquiring if the town has any property for sale for potential solar use
Charter Communications – upcoming changes
Resolution for removal of EDU for property on Maple Ave. - currently provided water
Post Insurance Tax Compliance and Continuing Disclosure Policy and Procedure
Letter of interest form Paul Cooper for Zoning Board of Appeals
EFPR Justice Court Audit

REPORTS:

SUPERVISOR: reached out to community members for ZBA members; library requesting funds; reassessment/trend the numbers possibly 4% for 2021;

CLERK: nothing to report

HIGHWAY/SOLID WASTE: Nothing to report

COMMITTEES:

BUILDINGS: Triple-O HVAC 3 year contracts for the Town Hall, Library and Historian buildings

PARKS: Nothing to report

LOCAL HISTORY AND MUSEUM: Nothing to report

POLICY AND PERSONNEL: Nothing to report

OLD BUSINESS:

Water improvement Benefit Area #1: BAN sale; Easements

Proposal of building and zoning fees tabled

Town of Bergen Historical Property Collections Policy tabled

NEW BUSINESS:

Triple-O proposal for HVAC Maintenance Councilman Starowitz made a motion to approve the maintenance agreement with Triple-O for 3 years; seconded by Councilwoman Grant and it carried by a vote 5-0.

Post Insurance Tax Compliance Policy Councilwoman Sapienza made a motion to adopt the Post Insurance Tax Compliance and Continuing Disclosure Policy and Procedure; seconded by Councilman Starowitz and it carried by a vote 5-0.

Zoning Board of Appeals Appointment Councilwoman Grant made a motion to appoint Paul Cooper to the ZBA as a full member; seconded by Councilman Starowitz and it carried by a vote 5-0.

Library Fund Transfer Councilwoman Sapienza made a motion to transfer half the funds per 2021 budget to the Library; seconded by Councilman Starowitz and carried by vote 5-0.

Historian request for Ancestry.com Councilman Anderson made a motion to purchase Ancestry.com for \$400 with reimbursement to Historian Tom Tiefel he must provide the password and user ID to be on file with the Town Clerk; seconded by Councilwoman Sapienza and carried by a vote 5-0

Justice Court Records Check List Review Councilwoman Sapienza made a motion to accept the 2020 Justice Court Records Check List Review; seconded by Councilwoman Grant and carried by a vote 5-0.

Resolution to remove EDU charge for 7857 Maple Ave. Councilwoman Sapienza made a motion to approve Resolution #6-2021 for removal of EDU charge from 7857 Maple Ave. due to property currently has water connection; seconded by Councilman Starowitz and it carried by a vote 5-0.

**RESOLUTION #6-2021
ADOPTION OF WIBA #1 EDU CHANGE**

RESOLVED by the Town Board of the Town of Bergen that the following EDU change will be made to the WIBA #1 Water District retroactive to the Formation of the Water District:

Tax ID	Address	Initial EDU /Rate	Proposed EDU
17.-1-45	7857 Maple Ave	1.	0-Property has public water Service from different district

FURTHER RESOLVED,

- a) That the Town Assessor is directed to record the EDU change; and
- b) That the Town Engineer and Town Attorney are directed to amend the District Documents as necessary; and
- c) That the Town Supervisor is authorized to sign District documents as necessary.

Association of Town Virtual Conference Councilman Anderson approved Councilwoman Sapienza to attend the AOT virtual conference with reimbursement of \$100 and is also approved as a voting delegate; seconded by Councilman Starowitz.

**RESOLUTION #7-2021
ASSOCIATION OF TOWNS DELEGATE**

WHEREAS, Councilwomen Anne Sapienza will be attending the Association of Towns (“AOT”) Virtual Annual Meeting and Training Session on February 14 – 17, 2021, and

WHEREAS the Town of Bergen benefits from having a delegate vote on the election of AOT officers, AOT’s legislative platform and operating bylaws, and

WHEREAS the Town of Bergen has the authority to designate a delegate for the Association of Towns Annual Meeting;

NOW THEREFORE BE IT RESOLVED that Anne Sapienza be designated as a delegate for the Town of Bergen,

NEXT MEETING:

Regular Meeting – Tuesday, February 9, 2021 at 7:00 pm in the Courtroom with the audit of the bills at 6:45 pm

ADJOURNMENT was at 7:52 pm on a motion by Councilman Starowitz seconded by Councilwoman Sapienza and it carried by a vote 5-0.

Respectfully submitted,

Michele M. Smith

Michele M. Smith,
Town Clerk

**TOWN OF BERGEN
JANUARY 2021
EXECUTIVE SUMMARY**

BALANCE SHEET

- Bank accounts were reconciled as of 1/31/21.
- The Town has \$1,959,147.18 in the bank.

REVENUES AND EXPENSES

• **REVENUES**

- Total receipts for the month were: \$55,230.88
- Major receipts were:
 - Town Clerk Report (December) - \$3,189.09
 - Justice Fees (December) – \$9,308.00
 - County Voluntary Distribution (January) - \$42,503.00
 - Library Fines - \$164.88
 - Other - \$65.91

• **EXPENSES**

Expenditures through January on average should equal 8.33% of the annual budget.

General Fund Townwide (A):

- Year to date expenses are \$148,082.63 compared to the annual budget of \$797,205 or 18.58% of the budget.
 - NYS Retirement paid in full
 - Fire Hall Lease paid in full
 - 50% of Library Contract paid
 - Workers Compensation paid in full

General Fund Outside Village (B):

- Year to date expenses are \$10,266.32 compared to the annual budget of \$103,289 or 9.94% of the budget.
 - NYS Retirement paid in full
 - Workers Compensation paid in full

Highway Townwide (DA):

- Year to date expenses are \$50,902.26 compared to the annual budget of \$420,116 or 12.12% of the budget.
 - NYS Retirement paid in full
 - Workers Compensation paid in full

Highway Outside Village (DB):

- Year to date expenses are \$35,736.30 compared to the annual budget of \$298,294 or 11.98% of the budget.
 - NYS Retirement paid in full
 - Workers Compensation paid in full

 2/4/2021

**Town of Bergen
Cash Summary Report
January 2021**

FUND Account	12/31/2020		1/31/2021		#9970 Joint Checking	#4277 Joint Savings	#1040-0001 NYCLASS Savings	#1040-0002 NYCLASS WIBA	#9988 Trust & Agency
	BALANCES	Increases	Decreases	BALANCES					
A 200.000 General 1TW Checking	-	97,432.48	97,471.37	(38.89)	(38.89)				
A 201.000 General TW Savings	94,389.82	10,589.46	150,754.18	(45,774.90)		(45,774.90)			
B 230.000 NYS Class Savings	382,275.63	15.80	-	382,291.43			382,291.43		
B 200.000 General OV Checking	-	50,565.78	8,062.78	42,503.00	42,503.00				
B 201.000 General OV Savings	310,160.55	1,925.00	10,559.05	301,526.50		301,526.50			
B 230.000 NYS Class Savings	200,168.60	8.28	-	200,176.88			200,176.88		
DA 200.000 Highway OV Checking	-	31,148.58	31,148.58	-					
DA 201.000 Highway OV Savings	-	-	50,902.26	(50,902.26)		(50,902.26)			
DB 200.000 Highway OV Checking	-	36,234.25	36,234.25	-					
DB 201.000 Highway OV Savings	378,477.66	-	-	342,243.41		342,243.41			
HH 200.004 Water District #4 Checking	-	13,800.80	13,800.80	-					
HH 201.004 Water District #4 Savings	17,198.89	-	13,800.80	3,398.09		3,398.09			
HH 230.004 Water District #4 NY Class	594,311.51	24.46	3,445.28	590,890.69				590,890.69	
HH 231.000 Water District #4 NY Class	-	-	-	-					
HH 200.050 Nioga Grant Checking	-	-	-	-					
HH 201.050 Nioga Grant Savings	(629.50)	-	-	(629.50)		(629.50)			
HH 200.051 Library SAMS Grant Checking	-	-	-	-					
HH 201.051 Library SAMS Grant Savings	-	1,383.12	1,383.12	-					
LL 200.000 Library Checking	-	-	-	-					
LL 201.000 Library Savings	118,014.43	33,204.88	1,383.12	149,836.19		149,836.19			
SM 200.000 Special District Fire Checking	-	99,652.15	99,652.15	-					
SM 201.000 Special District Fire Savings	1,803.42	-	99,652.15	(97,848.73)		(97,848.73)			
SW 200.002 Water District Checking	-	-	-	-					
SW 201.002 Water District Savings	20,138.80	-	-	20,138.80		20,138.80			
SW 200.003 Water Peachey Rd Checking	-	-	-	-					
SW 201.003 Water Peachey Rd Savings	9,782.34	-	-	9,782.34		9,782.34			
TA 200.000 Trust & Agency	75,878.21	42,531.65	41,731.49	76,678.37				76,678.37	
VV 200.003 Town Hall Reloc Checking	-	-	-	-					
VV 201.003 Town Hall Reloc Savings	-	-	-	-					
VV 200.005 Peachey Water Checking	-	-	-	-					
VV 201.005 Peachey Water Savings	34,875.76	-	-	34,875.76		34,875.76			
	2,236,846.12	418,516.69	696,215.63	1,959,147.18	42,464.11	666,645.70	582,468.31	590,890.69	76,678.37
Reconciliation									
Bank Statement Balances			1,969,885.89		51,795.45	666,849.14	582,468.31	590,890.69	77,882.30
Outstanding Transfer			-						
Deposits in Transit			-			(203.44)			203.44
Outstanding Checks			(10,738.71)		(9,331.34)				(1,407.37)
Balance on General Ledger			1,959,147.18		42,464.11	666,645.70	582,468.31	590,890.69	76,678.37
Difference			-		-	-	-	-	-

Pursuant to Section 125 of the Town Law, I hereby render the following detailed statement of all moneys received and disbursed by me during the month of:

1/31/2021

Statement of Activity - MTD and YTD by Fund w/ Variance
Town of Bergen
For 1/31/2021

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues					
AA.1081.000.000 Other Payments in Lieu of Taxes	\$ 0.00	\$ 0.00	\$ 6,095.00	\$(6,095.00)	0.00
AA.1255.000.000 Clerk Fees	1,071.09	1,071.09	2,000.00	(928.91)	53.55
AA.2130.000.000 Landfill Host Revenue	0.00	0.00	55,000.00	(55,000.00)	0.00
AA.2401.000.000 Interest & Earnings	29.32	29.32	300.00	(270.68)	9.77
AA.2410.000.000 Rental of Real Property	0.00	0.00	1,220.00	(1,220.00)	0.00
AA.2530.000.000 Games of Chance	0.00	0.00	10.00	(10.00)	0.00
AA.2544.000.000 Dog Licenses	193.00	193.00	2,500.00	(2,307.00)	7.72
AA.2610.000.000 Fines and Forfeited Bail	9,308.00	9,308.00	65,000.00	(55,692.00)	14.32
AA.2770.000.000 Unclassified Revenues	0.00	0.00	360,000.00	(360,000.00)	0.00
AA.3001.000.000 State Aid, Revenue Sharing	0.00	0.00	8,000.00	(8,000.00)	0.00
AA.3005.000.000 State Aid, Mortgage Tax	0.00	0.00	25,000.00	(25,000.00)	0.00
AA.5999.000.000 Unexpended Balance	0.00	0.00	272,080.00	(272,080.00)	0.00
Total Revenues	10,601.41	10,601.41	797,205.00	(786,603.59)	1.33
Expenses					
AA.1010.100.000 Town Board Personal Services	1,219.32	1,219.32	14,632.00	13,412.68	8.33
AA.1010.400.000 Town Board Contractual	0.00	0.00	1,200.00	1,200.00	0.00
AA.1110.100.000 Justices Personal Services	2,333.34	2,333.34	28,000.00	25,666.66	8.33
AA.1110.102.000 Justice Pers Svc, Clerk	511.80	511.80	21,792.00	21,280.20	2.35
AA.1110.200.000 Justice Equipment	0.00	0.00	600.00	600.00	0.00
AA.1110.400.000 Justices Contractual	0.00	0.00	14,150.00	14,150.00	0.00
AA.1220.100.000 Supervisor Personal Services	947.75	947.75	11,373.00	10,425.25	8.33
AA.1220.102.000 Deputy Supervisor Personal Services	120.83	120.83	1,450.00	1,329.17	8.33
AA.1220.103.000 Supervisor's Secretary Personal Services	601.80	601.80	8,320.00	7,718.20	7.23
AA.1220.400.000 Supervisor Contractual	0.00	0.00	8,500.00	8,500.00	0.00
AA.1310.400.000 Bookkeeper, Contr Expend	0.00	0.00	24,300.00	24,300.00	0.00
AA.1355.400.000 Assessor Contractual	0.00	0.00	32,801.00	32,801.00	0.00
AA.1410.100.000 Town Clerk Personal Services	3,295.60	3,295.60	42,844.00	39,548.40	7.69
AA.1410.102.000 Deputy Town Clerk Personal Services	334.75	334.75	2,785.00	2,450.25	12.02
AA.1410.200.000 Town Clerk Equipment	0.00	0.00	500.00	500.00	0.00
AA.1410.400.000 Town Clerk Contractual	(3.85)	(3.85)	4,000.00	4,003.85	(0.10)
AA.1420.400.000 Attorney Contractual	0.00	0.00	6,000.00	6,000.00	0.00
AA.1420.401.000 Court Prosecutor	0.00	0.00	10,100.00	10,100.00	0.00
AA.1440.400.000 Engineer Contractual	0.00	0.00	4,000.00	4,000.00	0.00
AA.1450.400.000 Elections Contractual	2,887.00	2,887.00	5,000.00	2,113.00	57.74
AA.1460.400.000 Records Management Contractual	0.00	0.00	2,500.00	2,500.00	0.00
AA.1480.400.000 Public Info Services OARS Contractual	0.00	0.00	1,200.00	1,200.00	0.00
AA.1620.100.000 Buildings Personal Services	263.80	263.80	4,800.00	4,536.20	5.50
AA.1620.400.000 Building Operation Contractual	2,555.75	2,555.75	47,800.00	45,244.25	5.35
AA.1620.401.000 Building Operation Lease Fire Hall	19,023.63	19,023.63	19,024.00	0.37	100.00

Statement of Activity - MTD and YTD by Fund w/ Variance
Town of Bergen
For 1/31/2021

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
AA.1660.400.000 Central Storeroom Contractual	0.00	0.00	500.00	500.00	0.00
AA.1670.400.000 Central Printing & Mailing Contractual	265.01	265.01	4,100.00	3,834.99	6.46
AA.1680.200.000 Computers Equipment	0.00	0.00	2,000.00	2,000.00	0.00
AA.1680.400.000 Computers Contractual	0.00	0.00	1,000.00	1,000.00	0.00
AA.1910.400.000 Unallocated Insurance	1,263.00	1,263.00	34,500.00	33,237.00	3.66
AA.1920.400.000 Municipal Association Dues	900.00	900.00	900.00	0.00	100.00
AA.1950.400.000 Taxes and Assessments on Property	6,000.94	6,000.94	6,500.00	499.06	92.32
AA.1990.400.000 Contingency	38.89	38.89	13,114.11	13,114.11	0.30
AA.3120.100.000 Constables Personnel Services	0.00	0.00	4,225.00	4,225.00	0.00
AA.3120.400.000 Constables Contractual	0.00	0.00	400.00	400.00	0.00
AA.3310.400.000 Traffic Control Contractual	0.00	0.00	6,000.00	6,000.00	0.00
AA.3510.400.000 Control of Dogs Contractual	0.00	0.00	1,200.00	1,200.00	0.00
AA.5010.100.000 Supt. of Highways Personal Services	4,880.40	4,880.40	63,444.00	58,563.60	7.69
AA.5010.102.000 Supt. of Highways, Pers Svc, Deputy	115.50	115.50	1,500.00	1,384.50	7.70
AA.5010.200.000 Superintendent of Highways Equipment	0.00	0.00	750.00	750.00	0.00
AA.5010.400.000 Superintendent of Highways Contractual	0.00	0.00	750.00	750.00	0.00
AA.5132.400.000 Garage Contractual	752.90	752.90	37,500.00	36,747.10	2.01
AA.5182.400.000 Street Lighting Contractual	283.26	283.26	5,500.00	5,216.74	5.15
AA.6410.400.000 Publicity - Newsletter Contractual	0.00	0.00	2,500.00	2,500.00	0.00
AA.6420.400.000 Promotion of Industry Contractual	0.00	0.00	2,000.00	2,000.00	0.00
AA.7410.400.000 Library Contractual	37,181.38	37,181.38	66,080.00	28,898.62	56.27
AA.7510.100.000 Historian Personal Services	0.00	0.00	2,930.00	2,930.00	0.00
AA.7510.200.000 Historian Equipment	0.00	0.00	500.00	500.00	0.00
AA.7510.400.000 Historian Contractual	0.00	0.00	500.00	500.00	0.00
AA.7550.400.000 Celebrations Contractual	0.00	0.00	1,000.00	1,000.00	0.00
AA.8810.400.000 Cemetery Contractual	0.00	0.00	5,000.00	5,000.00	0.00
AA.9010.800.000 NYS Retirement	50,694.00	50,694.00	25,347.00	(25,347.00)	200.00
AA.9030.800.000 Social Security & Medicare	1,515.43	1,515.43	16,000.00	14,484.57	9.47
AA.9040.800.000 Worker's Compensation	7,833.00	7,833.00	7,833.00	0.00	100.00
AA.9055.800.000 Disability Insurance	0.00	0.00	150.00	150.00	0.00
AA.9060.800.000 Medical Insurance	2,267.40	2,267.40	27,209.00	24,941.60	8.33
AA.9720.600.000 Debt Principal on Highway Garage	0.00	0.00	75,000.00	75,000.00	0.00
AA.9720.601.000 Debt Principal on Court/Town Offices	0.00	0.00	35,000.00	35,000.00	0.00
AA.9720.700.000 Interest on Debt Highway Garage	0.00	0.00	15,938.00	15,938.00	0.00
AA.9720.701.000 Interest on Debt Court/Town Offices	0.00	0.00	4,358.00	4,358.00	0.00
AA.9950.900.000 Transfer to Capital Project	0.00	0.00	8,267.00	8,267.00	0.00
Total Expenses	148,082.63	148,082.63	797,205.00	649,122.37	18.58
Excess Revenue Over (Under) Expenditures	\$ 137,481.22 \$	\$ 137,481.22 \$	0.00 \$	\$ 1,435,725.96 \$	0.00

Statement of Activity - MTD and YTD by Fund w/ Variance
Town of Bergen
For 1/31/2021

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues					
BB.1001.000.000 Property Taxes	0.00 \$	0.00 \$	8,239.00 \$	(8,239.00)\$	0.00
BB.1170.000.000 Franchise Fees	0.00	0.00	23,000.00	(23,000.00)	0.00
BB.1560.000.000 Safety Inspection Fees	0.00	0.00	50.00	(50.00)	0.00
BB.2110.000.000 Zoning Fees	575.00	575.00	1,800.00	(1,225.00)	31.94
BB.2115.000.000 Planning Board Fees	0.00	0.00	200.00	(200.00)	0.00
BB.2130.000.000 Refuse & Garbage Charges	1,350.00	1,350.00	20,000.00	(18,650.00)	6.75
BB.2389.000.000 Revenue Other Governments	42,503.00	42,503.00	0.00	42,503.00	0.00
BB.2401.000.000 Interest & Earnings	8.28	8.28	0.00	8.28	0.00
BB.5999.000.000 Unexpended Balance	0.00	0.00	50,000.00	(50,000.00)	0.00
Total Revenues	44,436.28	44,436.28	103,289.00	(58,852.72)	43.02
Expenses					
BB.1355.400.000 Board of Assessment Review, Contr	0.00	0.00	450.00	450.00	0.00
BB.1420.400.000 Attorney, Contractual	0.00	0.00	2,000.00	2,000.00	0.00
BB.1440.400.000 Engineer Contractual	0.00	0.00	2,000.00	2,000.00	0.00
BB.1990.400.000 Contingency	0.00	0.00	20,000.00	20,000.00	0.00
BB.6772.400.000 Programs for the Aging Contractual	0.00	0.00	4,000.00	4,000.00	0.00
BB.7110.400.000 Parks Contractual	0.00	0.00	6,000.00	6,000.00	0.00
BB.7310.400.000 Youth Programs Contractual	0.00	0.00	4,000.00	4,000.00	0.00
BB.8010.100.000 Zoning Pers Svc	55.83	55.83	836.00	780.17	6.68
BB.8010.400.000 Zoning Contractual	0.00	0.00	1,250.00	1,250.00	0.00
BB.8020.100.000 Planning Personal Services	272.92	272.92	4,500.00	4,227.08	6.06
BB.8020.400.000 Planning Contractual	0.00	0.00	3,000.00	3,000.00	0.00
BB.8160.100.000 Refuse & Garbage Personnel Services	693.06	693.06	10,000.00	9,306.94	6.93
BB.8160.400.000 Refuse & Garbage Contractual	1,132.10	1,132.10	17,500.00	16,367.90	6.47
BB.8664.100.000 Code Enforcement Personnel Services	1,408.54	1,408.54	18,311.00	16,902.46	7.69
BB.8664.400.000 Code Enforcement Contractual	24.95	24.95	3,000.00	2,975.05	0.83
BB.9010.800.000 NYS Retirement	5,342.00	5,342.00	2,671.00	(2,671.00)	200.00
BB.9030.800.000 Social Security & Medicare	65.92	65.92	2,500.00	2,434.08	2.64
BB.9040.800.000 Workers Compensation	1,271.00	1,271.00	1,271.00	0.00	100.00
Total Expenses	10,266.32	10,266.32	103,289.00	93,022.68	9.94
Excess Revenue Over (Under) Expenditures	\$ (34,169.96)\$	(34,169.96)\$	0.00 \$	151,875.40 \$	0.00

Statement of Activity - MTD and YTD by Fund w/ Variance
Town of Bergen
For 1/31/2021

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues					
DA.1001.000.000 Property Taxes	\$ 0.00	\$ 0.00	\$ 285,068.00	\$ (285,068.00)	0.00
DA.2300.000.000 Services to Other Gov't	0.00	0.00	126,781.00	(126,781.00)	0.00
DA.5031.000.000 Interfund Transfers	0.00	0.00	8,267.00	(8,267.00)	0.00
Total Revenues	0.00	0.00	420,116.00	(420,116.00)	0.00
Expenses					
DA.5130.100.000 Machinery, Pers Serv	0.00	0.00	11,860.00	11,860.00	0.00
DA.5130.200.000 Machinery, Equip & Cap Outlay	0.00	0.00	85,000.00	85,000.00	0.00
DA.5130.400.000 Machinery, Contr Expend	237.14	237.14	30,000.00	29,762.86	0.79
DA.5140.100.000 Brush & Weeds, Pers Serv	0.00	0.00	11,860.00	11,860.00	0.00
DA.5140.400.000 Brush & Weeds, Contr Expend	0.00	0.00	1,500.00	1,500.00	0.00
DA.5142.100.000 Snow & Ice, Pers Serv	18,383.84	18,383.84	123,037.00	104,653.16	14.94
DA.5142.400.000 Snow & Ice, Contr Expend	3,828.62	3,828.62	90,000.00	86,171.38	4.25
DA.9010.800.000 NYS Retirement, Empl Bnfts	20,177.03	20,177.03	19,541.00	(636.03)	103.25
DA.9030.800.000 Social Security & Medicare, Empl Bnfts	733.81	733.81	10,508.00	9,774.19	6.98
DA.9040.800.000 Workers Compensation, Empl Bnfts	5,220.00	5,220.00	5,220.00	0.00	100.00
DA.9055.800.000 Disability Insurance, Empl Bnfts	0.00	0.00	110.00	110.00	0.00
DA.9060.800.000 Hospital & Medical (Dental) Ins, Empl Bnfts	2,321.82	2,321.82	31,480.00	29,158.18	7.38
Total Expenses	50,902.26	50,902.26	420,116.00	369,213.74	12.12

Excess Revenue Over (Under) Expenditures	\$ 50,902.26	\$ 50,902.26	\$ 0.00	\$ 789,329.74	\$ 0.00
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Statement of Activity - MTD and YTD by Fund w/ Variance
Town of Bergen
For 1/31/2021

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues					
DB.1001.000.000 Property Taxes	0.00 \$	0.00 \$	100,579.00 \$	(100,579.00)\$	0.00
DB.3501.000.000 Consolidated Highway Aid	0.00	0.00	40,500.00	(40,500.00)	0.00
DB.5999.000.000 Unexpended Balance	0.00	0.00	157,215.00	(157,215.00)	0.00
Total Revenues	0.00	0.00	298,294.00	(298,294.00)	0.00
Expenses					
DB.5110.100.000 General Highway Repairs Personal Services	0.00	0.00	90,134.00	90,134.00	0.00
DB.5110.400.000 General Highway Repairs Contractual	0.00	0.00	85,000.00	85,000.00	0.00
DB.5112.200.000 Permanent Highway Improvements	0.00	0.00	40,500.00	40,500.00	0.00
DB.9010.800.000 NYS Retirement	29,482.00	29,482.00	14,741.00	(14,741.00)	200.00
DB.9030.800.000 Social Security & Medicare	0.00	0.00	7,900.00	7,900.00	0.00
DB.9040.800.000 Workers Compensation	3,739.00	3,739.00	3,853.00	114.00	97.04
DB.9055.800.000 Disability Insurance	0.00	0.00	65.00	65.00	0.00
DB.9060.800.000 Medical Insurance	2,515.30	2,515.30	34,275.00	31,759.70	7.34
DB.9785.600.000 Installment Purchase Debt, Principal	0.00	0.00	20,326.00	20,326.00	0.00
DB.9785.700.000 Installment Purchase Debt, Interest	0.00	0.00	1,500.00	1,500.00	0.00
Total Expenses	35,736.30	35,736.30	298,294.00	262,557.70	11.98
Excess Revenue Over (Under) Expenditures	\$ 35,736.30 \$	\$ 35,736.30 \$	0.00 \$	\$ 560,851.70 \$	0.00

Statement of Activity - MTD and YTD by Fund w/ Variance
Town of Bergen
 For 1/31/2021

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues					
HH.2401.000.004 Interest & Earnings, Water Capital #4	\$ 24.46 \$	24.46 \$	0.00 \$	24.46 \$	0.00
Total Revenues	24.46	24.46	0.00	24.46	0.00
Expenses					
HH.9730.700.004 BAN Interest Payment	3,445.28	3,445.28	0.00	(3,445.28)	0.00
Total Expenses	3,445.28	3,445.28	0.00	(3,445.28)	0.00
Excess Revenue Over (Under) Expenditures	\$ 3,420.82 \$	3,420.82 \$	0.00 \$	(3,469.74) \$	0.00

Statement of Activity - MTD and YTD by Fund w/ Variance
Town of Bergen
For 1/31/2021

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues					
LL.2082.000.000 Fines - Copier	\$ 164.88	\$ 164.88	\$ 1,000.00	\$(835.12)	16.49
LL.2361.000.000 Genesee County	0.00	0.00	3,500.00	(3,500.00)	0.00
LL.2362.000.000 Bergen	33,040.00	33,040.00	66,080.00	(33,040.00)	50.00
LL.2363.000.000 Byron	0.00	0.00	5,500.00	(5,500.00)	0.00
LL.2364.000.000 Village of Bergen	0.00	0.00	1,500.00	(1,500.00)	0.00
LL.2704.000.000 Insurance Dividend	0.00	0.00	200.00	(200.00)	0.00
LL.2705.000.000 Gifts & Donations	0.00	0.00	500.00	(500.00)	0.00
LL.3840.000.000 LLSA Grant NIOG	0.00	0.00	860.00	(860.00)	0.00
LL.5999.000.000 Unexpended Balance	0.00	0.00	30,266.00	(30,266.00)	0.00
Total Revenues	33,204.88	33,204.88	109,406.00	(76,201.12)	30.35
Expenses					
LL.1910.400.000 Unallocated Insurance, Contr	0.00	0.00	2,100.00	2,100.00	0.00
LL.7410.100.000 Library Director Wages	0.00	0.00	38,000.00	38,000.00	0.00
LL.7410.102.000 Library Substitute Wages	0.00	0.00	24,000.00	24,000.00	0.00
LL.7410.200.000 Library Capital Expenditure	0.00	0.00	500.00	500.00	0.00
LL.7410.205.000 Library AV Materials	93.54	93.54	2,500.00	2,406.46	3.74
LL.7410.210.000 Library Books	1,003.79	1,003.79	15,000.00	13,996.21	6.69
LL.7410.211.000 Library Books-Electronic	228.46	228.46	7,500.00	7,271.54	3.05
LL.7410.213.000 Library Serials	49.00	49.00	500.00	451.00	9.80
LL.7410.230.000 Library Office & Library	0.00	0.00	1,500.00	1,500.00	0.00
LL.7410.231.000 Library Telephone	0.00	0.00	1,100.00	1,100.00	0.00
LL.7410.232.000 Library Internet	8.33	8.33	360.00	351.67	2.31
LL.7410.233.000 Library Postage & Freight	0.00	0.00	250.00	250.00	0.00
LL.7410.234.000 Library Publicity	0.00	0.00	100.00	100.00	0.00
LL.7410.235.000 Library Mileage	0.00	0.00	200.00	200.00	0.00
LL.7410.236.000 Library Travel - Conventions	0.00	0.00	50.00	50.00	0.00
LL.7410.290.000 Library Programs	0.00	0.00	1,500.00	1,500.00	0.00
LL.7410.291.000 Library Program Supplies	0.00	0.00	1,000.00	1,000.00	0.00
LL.7410.435.000 Library Membership Fees	0.00	0.00	75.00	75.00	0.00
LL.7410.436.000 Library Contracts with Other Libraries	0.00	0.00	6,341.00	6,341.00	0.00
LL.7410.453.000 Library Rent	0.00	0.00	1,200.00	1,200.00	0.00
LL.7410.454.000 Library Bookkeeper	0.00	0.00	300.00	300.00	0.00
LL.9030.800.000 Social Security	0.00	0.00	5,330.00	5,330.00	0.00
Total Expenses	1,383.12	1,383.12	109,406.00	108,022.88	1.26
Excess Revenue Over (Under) Expenditures	\$ (31,821.76)\$	(31,821.76)\$	0.00 \$	184,224.00 \$	0.00

Statement of Activity - MTD and YTD by Fund w/ Variance
Town of Bergen
 For 1/31/2021

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues					
SM.1001.000.000 Real Property Taxes	\$ 0.00	\$ 0.00	\$ 199,305.00	\$ (199,305.00)	0.00
Total Revenues	0.00	0.00	199,305.00	(199,305.00)	0.00
Expenses					
SM.3410.400.000 Fire Contract Contractual	99,652.15	99,652.15	199,305.00	99,652.85	50.00
Total Expenses	99,652.15	99,652.15	199,305.00	99,652.85	50.00
Excess Revenue Over (Under) Expenditures	\$ 99,652.15	\$ 99,652.15	0.00	\$ 298,957.85	0.00

Statement of Activity - MTD and YTD by Fund w/ Variance

Town of Bergen
For 1/31/2021

Run: 2/01/2021 at 12:21 PM

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues					
SW.1001.000.002 Real Property Taxes - District 2	\$ 0.00	\$ 0.00	\$ 59,861.00	\$(59,861.00)	0.00
SW.5999.000.002 Unexpended Balance - District 2	0.00	0.00	20,139.00	(20,139.00)	0.00
Total Revenues	0.00	0.00	80,000.00	(80,000.00)	0.00
Expenses					
SW.9720.600.002 Debt Principal, Install Bonds Water Dist 2	0.00	0.00	80,000.00	80,000.00	0.00
Total Expenses	0.00	0.00	80,000.00	80,000.00	0.00
Excess Revenue Over (Under) Expenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 160,000.00	0.00

Statement of Activity - MTD and YTD by Fund w/ Variance

Town of Bergen

For 1/31/2021

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues					
SW.1001.000.003 Real Property Taxes - Peachey Rd District 3	\$ 0.00	\$ 0.00	\$ 42,253.00	\$ (42,253.00)	0.00
SW.5031.000.003 Interfund Transferr - Peachey Road	0.00	0.00	5,000.00	(5,000.00)	0.00
SW.5999.000.003 Unexpended Balance - District 3	0.00	0.00	2,000.00	(2,000.00)	0.00
Total Revenues	0.00	0.00	49,253.00	(49,253.00)	0.00
Expenses					
SW.9720.600.003 Debt Principal, Install Bonds - Peachey Rd District 3	0.00	0.00	18,000.00	18,000.00	0.00
SW.9720.700.003 Debt Interest, Install Bonds - Peachey Rd District 3	0.00	0.00	31,253.00	31,253.00	0.00
Total Expenses	0.00	0.00	49,253.00	49,253.00	0.00
Excess Revenue Over (Under) Expenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 98,506.00	0.00

Statement of Activity - MTD and YTD by Fund w/ Variance
Town of Bergen
For 1/31/2021

	M-T-D Actual	Y-T-D Actual	Annual Budget	Variance	Variance Percentage
Revenues					
SW.1001.000.004 Property Taxes	0.00 \$	0.00 \$	140,140.00 \$	(140,140.00)\$	0.00
SW.2401.000.004 Interest & Earnings	0.00	0.00	250.00	(250.00)	0.00
SW.5999.000.004 Appropriated Fund Balance	0.00	0.00	999,750.00	(999,750.00)	0.00
Total Revenues	0.00	0.00	1,140,140.00	(1,140,140.00)	0.00
Expenses					
SW.9710.600.004 Bond Principal, Water #4	0.00	0.00	105,000.00	105,000.00	0.00
SW.9710.700.004 Bond Interest, Water #4	0.00	0.00	35,140.00	35,140.00	0.00
SW.9730.600.004 BAN Principal	0.00	0.00	1,000,000.00	1,000,000.00	0.00
Total Expenses	0.00	0.00	1,140,140.00	1,140,140.00	0.00
Excess Revenue Over (Under) Expenditures	0.00 \$	0.00 \$	0.00 \$	2,280,280.00 \$	0.00

Permit Monthly Report

01/01/2021 - 02/04/2021

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
January 2021						
BP-0003-2021	01/27/2021	gary bassett	Res-Generator	46 Hidden Meadows Dr SBL#: 17-1-16.11/RR	\$0.00	\$65.00
					January 2021 Total:	\$0.00
February 2021						
BP-0004-2021	02/04/2021	Jacob Peters	Res-Solar Panels	7178 West Bergen Rd SBL#: 15-1-1-19	\$0.00	\$60.00
					February 2021 Total:	\$60.00
					Reporting Period Total:	\$125.00

Account#	Account Description	Fee Description	Qty	Local Share
	Building & Zoning	Minor Subdivision	1	70.00
	Marriage License	Marriage License	1	17.50
		Sub-Total:		\$87.50
A1255	Clerk Fees	Certified Copies	12	120.00
	Conservation	Conservation	1	1.10
		Sub-Total:		\$121.10
A2530	Racing & Wagering	Bell Jar License	1	10.00
		Sub-Total:		\$10.00
A2544	Dog Licensing	Female, Spayed	15	75.00
		Female, Unspayed	1	18.00
		Male, Neutered	22	110.00
		Male, Unneutered	1	18.00
	Late Fees	Late Fees	3	15.00
	Senior Discount	Senior Discount	7	-21.00
		Sub-Total:		\$215.00
B2110	Building & Zoning	Building Permit	1	30.00
		Zoning	1	35.00
		Sub-Total:		\$65.00
B2130	Solid Waste	Garbage Bag	294	1,470.00
		Transfer Sta. 10.00	3	30.00
		Transfer Sta. 20.00	10	200.00
		Transfer Sta. 5.00	2	10.00
		Sub-Total:		\$1,710.00
Total Local Shares Remitted:				\$2,208.60
Amount paid to:	N Y State Department Of Health			22.50
Amount paid to:	New York State Comptroller's Office			15.00
Amount paid to:	NYS Ag. & Markets for spay/neuter program			43.00
Amount paid to:	NYS Environmental Conservation			18.90
Total State, County & Local Revenues:				\$2,308.00
Total Non-Local Revenues:				\$99.40

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Michele M. Smith, Town Clerk, Town of Bergen during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

Date

Michele M. Smith
Town Clerk

2/1/2021
Date

RESOLUTION #___-2021

ADOPTION OF WIBA #1 EDU CHANGE

RESOLVED by the Town Board of the Town of Bergen that the following EDU change will be made to the WIBA #1 Water District retroactive to the Formation of the Water District:

Tax ID EDU	Address	Initial EDU	Proposed
11.-1-26 Property is currently a non-buildable lot	6422 West Sweden Road	.5	0-

1

FURTHER RESOLVED,

1. That the Town Assessor is directed to record the EDU changes; and
2. That the Town Engineer and Town Attorney are directed to amend the District Documents as necessary; and
3. That the Town Supervisor is authorized to sign District documents as necessary.

RESOLUTION NO. Authorize Bids for Town of Bergen WIBA No. 1 Water District

WHEREAS, the Town Engineer, MRB Group, has prepared specifications and bid packages for all work pertaining to the construction and installation of water mains and appurtenances for the Water Improvement Benefit Area No. 1.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Bergen Town Board hereby authorizes the bidding of the Town of Bergen Water Improvement Benefit Area No. 1 project as per specifications prepared by the Town Engineer as soon as all permits and approvals have been obtained.

Sec. 2. That a Bid Date will be established by MRB Group.

Sec. 3. That a Bid Notice will be advertised as required by law and USDA Rural Development requirements.

Sec. 4. That the Town Board of the Town of Bergen reserves the right to reject any and all bids.

MOTION for adoption of this resolution by
Seconded by

Submitted – February 9, 2021

DRAFT 2/8/2021

Town of Bergen Historical Property Collections Policy

Article I Statement of Purpose:

The Bergen Town Historian's Office (recognized as "BTHO" forward) is committed to collecting, preserving, interpreting and promoting the collective heritage of The Town of Bergen, in Genesee County, New York by:

1. Cooperating with the Bergen Town Board and to operate the BTHO to collect, catalog, study, and exhibit and interpret the culture of Bergen from pre-history to the present day.
2. Encouraging a public interest in the history of the settlement and development of the Town of Bergen.
3. Studying and interpreting local history through public educational programs for all ages and segments of the Town of Bergen population.
4. Cooperating with other private and public organizations and agencies to make available to the residents of Bergen programs of historical and educational importance and interest from a local, state or national perspective.
5. Encouraging the preservation of information, objects, architecture and historic sites in both the public and private sectors.

Article II Collecting Objective:

1. Artifacts made or produced in Bergen; used or owned by current and/or former residents of Bergen; have a direct and/or significant connection to an institution, event, or person relative to Bergen and its history.

Article III Acquisition Policy:

The BTHO shall enhance its collections by adding in a judicious manner, those artifacts which are appropriate to its Statement of Purpose and fit within the Collecting Objectives which are outlined above. They may be added to the collections by means of donation, bequest, purchase, exchange, agreement or any other transition by which title to the artifacts shall pass to the Town of Bergen.

All potential acquisitions shall be reviewed and decided upon by the Collections Committee in consultation with the Town Historian who will meet as frequently as necessary to expedite such decisions. The chairperson of the Committee and a committee member or members as is practicable in any given situation may approve of purchases up to \$250 (as is currently authorized by resolution of the Town Board and shall be ratified by the Town Board of Bergen as included in the Committee's report of acquisitions at a subsequent Board meeting.

All acquisitions shall be made in accordance with the following guidelines:

1. Before accepting an object, the Society shall make reasonable efforts to ascertain that the donor, seller or trader has legal title to the object.
2. The physical condition of acquisitions shall be of sufficient quality to warrant their use as instructive or scholarly objects capable of exhibit.
3. Prior to accessioning any artifacts, the Collections Committee shall investigate the available storage space, adequacy of facilities and need for special care and maintenance. If there are any questions regarding the ability of the BHTO to maintain the object(s) under conditions that insure their availability for the Museum's purposes and in keeping with professionally accepting standards, they shall not be accessioned.
4. Unnecessary duplicates of existing artifacts shall not be accepted unless the donor agrees that the BHTO may dispose of the item as it sees fit and most appropriate including, but not limited to, sale at auction, transfer to the Village of Bergen Historian or donation to another historical agency.
5. Acquisitions shall not be encumbered with any conditional terms from the donor/seller which might include, but not be limited to, guaranteeing that the item will not be disposed of, that it will be restored or maintained to the donor/seller's satisfaction or that it will be permanently displayed. If a special circumstance shall exist where the significance or unique nature of an artifact is of such value to the collection to justify being acquired under conditional terms, acceptance must be made by the Town Board of Bergen upon recommendation of the Collections Committee and the Town Historian. Any such conditions shall be fully noted and explained on the "Deed of Gift or Acquisition" form (copy attached hereto) and on the catalogue entry for the artifact.
6. By virtue of the donation and/or acceptance, the Town of Bergen shall receive full intellectual property rights (copyright, patent, trademark, or trade secret) for all acquisitions. If there are special circumstances when an artifact is deemed worth acquiring with less than full intellectual property rights, acceptance must be made by the Town Board of Bergen upon recommendation of the Collections Committee and the Town Historian. Such information shall be noted and explained on the "Deed of Gift or Acquisition" form (copy attached hereto) and on the catalogue entry for the artifact.
7. A "Deed of Gift or Acquisition" form (copy attached hereto) shall be completed in duplicate for all acquisitions and signed by the donor or person from whom the artifact is acquired and by the Town Historian or his/her designated representative. The form shall include at least the following information: the date, description of the artifact sufficient to identify and distinguish it from others in the collection; the name, address and contact information of the donor (telephone and/or email address); the condition of the artifact, any individual, organization, or company name that is instrumental in determining the connection with Bergen, NY; the rights of the Town of Bergen for disposition of the artifact if it is not accessioned; the transfer to the Town of Bergen the intellectual property rights to the artifact or the limitation thereof. One copy shall be given to the donor and original shall be retained for the Collections Committee, cataloguing

purposes, and for the BTHO's permanent records. A letter or note of appreciation shall be given to the donor at the time of acceptance of the item by the BTHO.

8. For artifacts purchased from an individual, dealer, collector and/or at auction, copy of the bill of sale or receipt shall be attached to a "Deed of Gift or Acquisition" form and all pertinent additional information on the form completed prior to submission to the Collections Committee for consideration to accession.

9. A letter or note of appreciation shall be given to the donor at the time of acceptance of the item of the artifact by the BTHO. If circumstances are not conducive to do this, acquisitions for the BTHO shall be acknowledged in writing by Bergen Town Board.

10. If a donation is received by mail or otherwise indirectly received and subsequently rejected, it shall be returned to the donor with a letter of rejection briefly stating the BTHO's position. Such a letter shall state that the proposed donation would not be in the best interest of the Bergen Town Board & BTHO, its Collections Policy or programs.

11. The Bergen Town Historian, staff or any member of the Bergen Town Board or of the Bergen Historical Society shall not, in their official capacity, give appraisals or set dollar amounts for the purpose of establishing the tax deductible value of artifacts offered to the BTHO. Donors must have an independent appraisal made for their tax purposes.

12. All records of acquisition by whatever means and the subsequent accession with any relevant supplementary data shall be made and retained in a manner that shall be conducive to access for all artifacts acquired for the collections.

13. Undocumented objects that have been in the Historical Society's or BTHO's possession for an undetermined length of time will be considered for accessioning by the Collections Committee under the procedures and policies of this Collections Policy. A reasonable effort shall be made to determine the source of each artifact and whether it was received as a loan prior to any determination of disposition.

The Bergen Town Historian on behalf of the collection in the Harford Livery Museum shall establish and maintain a working relationship with the Genesee County Historian for the preservation of the historical records of the County. In cases when artifacts which have value as historical records or documents are donated to the Museum, but would not be appropriate according to the foregoing acquisition policy for exhibit by the Museum, said records/documents will be offered to the County Historian prior to any other form of disposition.

For records/documents which do have significant value for exhibit purposes, but would also have value for the County Historian's collection, the BTHO will retain the original artifact for the Museum collection; however, photocopies or photographs of said records/documents will be provided to the County Historian.

Article IV Cataloguing of Collection:

The Collections Committee will be responsible in coordination with the Archivist and Town Historian for the timely and complete entry of all items accessioned into the BTHO's software system and for the maintenance of the hard copy records of items so catalogued. The cataloguing shall include, but not be limited to the following information on each artifact as applicable.

1. Name of the artifact with a description sufficient to indentify it which should include as applicable an approximate date/vintage; purpose or use; size; any unique aspects; color; labeling/number or inscription stamped, written, or embossed on the artifact; title; whether it is an original, print, copy, etc.
2. Photographs of the artifact.
3. The location of the object or item in the Museum (either by storage area or as part of the permanent exhibit) or in the historian's office building. If the artifact is in binder format, it shall identify the location and title of the binder.
4. The source of the artifact and date accessioned.
5. Cross-referenced to categories which might be useful for exhibit purposes.
6. The unique number assigned by the Museum (also affixed to artifact).
7. Artifact not accessioned, but retained for reference or exhibit purposes shall be maintained in an alphabetical filing system as established by the Town Historian.

Article V Loans, In-Coming:

The BTHO will borrow or accept on loan artifacts which can enhance the interpretive value of an exhibit, program or publication, and materials for research purposes. Such items shall be for a definite period of time.

Long term loans will be accepted only with the recommendation of either the Exhibit or Collections Committee and the approval of the Town Historian and when the material is considered of value in furthering the objectives outlined in the Statement of Purpose. Long Term Loans should be accepted with the stipulation that they will be converted to gifts at a later time. A statement of intent should be included in the Loan Agreement. Otherwise, long term loans will be reaffirmed on a yearly basis only. No artifacts shall be accepted on loan on a longer than a year term.

Any pre-existing artifacts on loan to the Museum shall be researched, reviewed and presented by the Town Historian to the Collections Committee for appropriate action. The Collections Committee in consultation with the Town Historian shall determine whether the artifacts shall be requested as a gift to the BTHO/Museum, remain a loan or be returned to the lender.

In the case of materials lent by persons who are known to be deceased, the executor of their estate shall be notified as soon as possible of the loan and included in the process to determine the place of object. If the lender is known to be deceased for more than five years from the time of the loan, without any notification from the executor of the estate, it shall be assumed that the accumulated charge for storage and maintenance shall be such that material now becomes the property of the Town of Bergen without restriction.

A written acknowledgement or agreement will be provided to the individual or organization loaning the artifacts and a copy is kept on file at the BTHO. A listing of artifacts loaned should be included with the agreement. The listing will include a sufficient description of the artifacts to be easily identified, and note any pre-existing conditions at the time of the loan. The agreement will be signed by the loaning individual or organization and by the Town Historian, Director or designee. The Bergen Town Board will be advised of the loan and any conditions. If the artifacts are of significant value or require special concern, the Board will consider having them covered by insurance for the duration of the loan period.

Article VI Loans, Out-Going

The BTHO may lend artifacts from its permanent collections to museum, galleries and institutions for educational and cultural purposes loans shall be for exhibit and/or research purposes only. No loans shall be will be made to individuals. Loans shall be made by the Town Historian in consultation with and with the approval of the Collections Committee, subject to the criteria and regulations governing loan requests as follows:

1. The requesting organization must be a bona fide educational or cultural agency, or the request must in some manner further the objectives or purposes of the BTHO.
2. Security and conservation measures must satisfy BTHO requirements, the nature of which may vary with the type of artifact requested. Conservation concerns include temperature, relative humidity, light levels, installation techniques, proper encasement and handling.
3. Loans are subject to the availability of BTHO staff, scheduling and work load.
4. Generally, artifact presently on exhibit shall not be removed for loan purposes, unless approved by the Bergen Town Board.
5. All loans shall be for a specific period of time and subject to annual review. Determination of loan renewals and/or extensions may be made by the Town Historian in consultation with and with the approval of the Collections Committee.
6. The requesting organization must agree to observe the BTHO's regulations governing loans, as outlined on the Loan Agreement Form.
7. Even if the above conditions are met, loan requests may be denied if, in the opinion of the Town Historian and the Collections Committee, the requested artifacts are of such rarity, value, significance, condition, or are so related to on-going needs that the loan would not be in the best interest of the BTHO.

8. The Loan Agreement shall include a summary of these criteria and the following material as applicable: The unique number assigned by the BTHO which shall also be affixed to the artifact; a printed copy of the catalogue entry for that artifact; the signature of the individual or responsible party that it is to be loaned and of the Town Historian. No artifact shall be loaned unless or until it is entered in the software system.

9. Complete records are to be maintained of all artifacts on loan by use of an index of Loan Agreements, maintained by and in the files of the Town Historian.

Article VII De-accession Policy and Procedures:

1. The BTHO may from time to time de-accession and dispose of artifacts from the collections as deemed necessary and advisable by the agreement and recommendation of the Collections Committee and the Town Historian and with the consent of the Bergen Town Board following the Town of Bergen's disposal policy. Reasons for de-accessioning include, but are not limited to, those listed below:

A. Evidence has arisen that the object does not meet the criteria for acquisition as of the date of consideration in the Statement of Purpose or Acquisition Policy.

B. It has been discovered that the artifact is duplicated in the collection or a replacement has been acquired that is in better condition or has better provenance than the one currently in the collection.

C. The physical condition of the object has deteriorated to the point that it is no longer useable by the BTHO/Museum or is beyond the Town Historian's ability to restore or maintain.

D. The artifact has been lost, stolen, or is unaccounted for, and has remained so for at least two years.

2. In the event that an artifact is recommended for de-accessioning, the BTHO will make every effort to ascertain that it is legally free to do so. If restrictions exist, the BTHO will make reasonable efforts to comply with them, or seek authority to alter them from the donor. If unable to do so, the New York State Department of Education and/or Archives shall be contacted to determine what additional steps should or could be taken.

3. Artifacts for which accession records are not available and which are of minimal or no value may be disposed of by the Collections Committee in consultation with the Town Historian, and approval of the Town Board. A record of such disposals shall be maintained in a file by the BTHO.

4. Artifacts for which accession records are not available of a substantial value, more than \$100.00, or large numbers of items may be de-accessioned and disposed of by the recommendation of the Collections Committee in consultation with the Town Historian and consent of the Town Board.

5. Accessioned artifacts may be de-accessioned and disposed of by the recommendation of the Collections Committee in consultation with the Town Historian and consent of the Town Board.

6. In accordance with the principles set by the Museum Association of New York, the BTHO will make every effort to assure that the manner of disposition is in the best interest of the BTHO, the public it serves, the public trust it represents in owning the collection, and the scholarly or cultural community of which it is a member. Whenever possible, the BTHO will attempt to:

A. Place the artifact through gift, exchange or sale in another tax exempt public institution where it may serve the purpose for which it was initially acquired by the BTHO. The BTHO will consider that institution's ability to care adequately for the artifact before approving its transfer in this manner.

B. If artifacts are otherwise offered for sale, preference should be given to an advertised public auction, preferably not in the immediate geographic area, or in the public marketplace in a manner that will best protect the interest, objectives and legal status of the BTHO. Artifacts will not be given or sold directly to Bergen Historical Society members, Town Board members, staff of the Museum, or their families or representatives without open competitive bidding.

7. An adequate record of the conditions and circumstances under which artifacts are de-accessioned and disposed of will be made using a standard de-accessioning form with content and includes, but is not limited to the following: The unique number assigned by the Museum; a printed copy of the catalogue entry for that artifact or the equivalent material. Said forms shall be retained with the BTHO's collection records.

8. All income derived from the sale of de-accessioned artifacts will be entered into the Town of Bergen General Fund as required by law, with the intent to allocate all or some of those funds to the historian budget the following budget year.

Article VIII Education Collection

Artifacts in the Education Collection are different from permanently accessioned objects in the museum. They are deemed to be useable for education purposes and are meant to be used as such, and deemed to have a limited lifespan. This separate collection will be available both to the Museum and outside educational organizations to further specific learning principles. These artifacts will be kept separate from those of the permanent collection, and, as such, will be differentiated with their own numbering system.

1. Acquisition:

Artifacts may be deemed appropriate for the Education Collection at any point, and may be acquired both internally and externally. Any artifact sought to be added will need to meet the approval of the Town Historian and Collections Committee. Artifacts may be added to the Education Collection through purchase, donation, or de-accessioning from the permanent collection. Any artifact(s) added as de-accessioned from the permanent collection, the Town Board must also approve the transfer of the artifact(s). Any artifact added must meet the mission of the BTHO/Museum and purpose of the Education Collection. Artifacts will be added to the Education Collection under the premise of their pertinence to the goal of learning, and the pretence that they will be used in an active setting and are not solely for display. Any artifacts

sought for the Education will be added through the same processes listed above for the permanent collection, with the adjustment for the different purpose.

2. Use of Education Collection:

Any artifacts within the Education Collection will be made available to Museum Staff, as well as, outside educators through the loan process as stated above for the permanent collection. Museum Staff may request the use of the artifacts by filling out the required Education Collection Use Form. The form includes the following for each item to be loaned: Education Collection number, description, location, requested purpose, time frame of use, date, and signature of staff and relinquishing staff. Outgoing loans from the Education Collection will only be available to any accredited educator or educational organization at the discretion of the Town Historian with the approval of the Collections Committee. The Education Collection Use Form will also be required to be completed by the educator or organization as stated above. Outgoing loans will be available for a month from the receiving from the museum. The loan can be renewed up to three more times, for a total of 90 days, before being returned to the museum. Should the artifacts requested be needed for a longer time, they must be returned and then the Town Historian will renew the loan should all qualifications be met.

3. De-accession

Artifacts can be de-accessioned from the Education Collection if they no longer fulfill the purpose of the collection. The artifact will be de-accessioned should it meet any of the reasons listed previously in Article VII Section 1. The de-accession process for artifacts in the Education Collection shall follow the policy listed in Article VII. However, any funds derived from the sale of the Education Collection must be entered into the towns general fund as required by law, with the intent of reflecting those funds in the following years Education Fund for the Historian.

Article IX Access to Collections

The collections of the will be only made available to the serious researcher at a time convenient to the BTHO staff and to the individual researcher. Access to collections material may be restricted because of the condition of the particular artifacts requested. The Town Historian or designee will be present when collections material is being accessed. The origin and value of materials will be withheld at the discretion of the Town Historian. Any researcher deemed "serious" will be asked to follow BTHO protocol on handling, photographing, and researching.

Article X Effective Date of Policy

The foregoing Collections Policy shall be effective immediately upon approval of the Bergen Town Board, and shall supersede all previous policies heretofore enacted. Dated:



Your Local Youth Bureaus Working Together



Genesee County Youth Bureau
2 Bank Street
Batavia, NY 14020
(585) 344-3960

City of Batavia Youth Bureau
114 Liberty Street
Batavia, NY 14020
(585) 345-6420

To: Community Personnel
From: Chelsea Green
Re: Call for Nominations
Date: February 3, 2021

The Genesee County & Batavia Youth Boards hold the annual Youth Recognition Banquet to honor youth and adults who have shown outstanding dedication and service to our community. Unfortunately due to the pandemic we have yet to determine how we will recognize these individuals but the boards are working on ideas to honor them the best way we can.

Enclosed are nomination forms for the Youth, Adult Youth Worker, and Adult Volunteer awards. You and some of your personnel should have received fillable versions of these nominations by email. Please forward that email or copies of the enclosed forms to anyone you believe may know someone to nominate. The fillable forms are also available at www.co.genesee.ny.us/dpt/youthbureau/forms.html

There are three awards presented at the Youth Recognition Banquet:

- ✦ **Youth Recognition Award**—This award recognizes young people who have performed *outstanding* service to the community and/or have assumed *extraordinary* roles in their families. Several youth will be recognized; however the Youth Boards reserve the right to limit the number of recipients.
- ✦ **Adult Volunteer**—This award recognizes an adult who provides service as a volunteer to youth in Genesee County.
- ✦ **Adult Youth Worker**—This award recognizes a youth-serving professional whose work surpasses normal expectations.

All nominations must be submitted no later than **Friday, March 5, 2021** by mail, email or fax to the contact information on the forms. Notifications will be sent in April of 2021.

For information regarding the nomination process, or any other questions please contact the Genesee County Youth Bureau at 344-3960. Thank you for your time and consideration!

Youth Make a Difference