

Town Board Meeting
Town of Bergen
February 13th, 2024
Town Hall- 10 Hunter Street, Bergen New York
Agenda

I. Audit of Bills 6:45 pm Call to Order of Organizational Meeting 7:00 pm to be followed by Regular meeting of the Board.

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: Thomas Zuber, MMB and Co. – Review of Audit

III. Approval of meeting Minutes for: - Board Meeting 12/27/2023, Regular Meeting 1/9/2024 and Organizational Meeting 1/9/2024

IV. Communications included with this agenda:

1. Supervisor Report for Jan. 2024- if available
2. Summary Spreadsheets for Jan. 2024 – if available
3. Town Clerks Report for Jan. 2024
4. ZEO/CEO Report- for Jan. 2024- None this month
5. Mercy EMS report for Dec. 2023
6. Travel Request for Supervisor to attend Annual Meeting and Training for Association of Towns- NYC- 2/17-2/20/2024
7. Annual Checklist for Review of Justice Court Records for Justice Swapceinski and Justice Neni and Resolution
8. Bergen Historian Annual Report for 2023
9. Annual Fiscal Report from the Supervisor -presented to the board and clerk on 1/13/2024
10. Gillam -Grant Community Center- report of youth and aging services activities
11. Cornell Asset Management Program- Internship program
12. Request of Dave Mason for appointment to planning board
13. Resolution to accept the 2024 Justice Court Checklist and completed review of records
14. Resolution to accept bid for purchase of 2024 Ford F250 Super Cab Truck
15. Resolution to set hourly rate for administrative work for Deputy Superintendent Mike Johnson outside of duties as Deputy.
16. Resolution to authorize Supervisor to sign the 2023/2024 Municipal Snow and Ice Agreement with NYS.

V. Board Members' items for addition to the agenda

VI. Reports:

Supervisor

Clerk

Board Members

Highway Deputy, Cornell Asset Management Program- Internship, Truck, NYS- Snow and Ice Removal Contract

Committees

-Building, Grounds, and Facilities (cemeteries)

-Parks

-Local History & Museum

-Policy and Personnel:

VII. Old Business:

VIII. New Business:

- Resolution accepting the Annual Checklist of Justice Court Records and review of records.
- Resolution for accept bid for purchase of Ford F250 Super Cab Truck from Genesee Valley Ford in the amount of \$49,200
- Resolution to set hourly rate for administrative work for Deputy Superintendent Mike Johnson outside of duties as Deputy Superintendent.
- Resolution to authorize supervisor to execute NYS Snow and Ice Removal Contract
- Approval of the Travel Request for the Supervisor to attend the Association of Towns – Annual Meeting and Training In NYC -2/17-2/20/2024
- Approval to contribute
- Acceptance of the Audit presented by MMB
- Action to file the Town Clerks report for Jan. 2024
- Action to file Supervisors Report for Jan. 2024- if available
- Approval to pay bills and authorizing the bookkeeper to transfer of funds necessary to the checking account to pay the bills

IX. Meeting and Other Upcoming Dates:

- Town Board Meeting: Regular meeting of the board 3/12/2024. 6:45 audit of bills, regular meeting at 7 pm

X. Adjournment

DECEMBER 27, 2023 BERGEN TOWN BOARD YEAREND MEETING

The Bergen Town Board convened in a regular session at 5:00 p.m. in the Courtroom with Supervisor Haywood presiding.

PRESENT:

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

ALSO PRESENT:

Teresa Robinson, Deputy Town Clerk
Joel Pocock, Deputy Highway Superintendent
Town Justice Joseph Nenni

ABSENT:

Mark Anderson
Mike Johnson
Michele Smith

OTHER ATTENDEES: Mark Swanson, Wanda Swanson, Karen Ely, Vincent Pulcini, Carolyn Pulcini, Grace Pulcini, Ian Pulcini, Deb Pocock, Novalee Pocock, Jeffrey Pocock, Wayne Pocock, Betty Stedge

PRAYER

PLEDGE OF ALLEGIANCE TO THE FLAG

MINUTES: *Councilman Starowitz made a motion to approve the minutes of December 12, 2023; seconded by Councilwoman Grant and carried by a vote 3 -0.*

COMMUNICATIONS: Budget Transfers, dog control report

REPORTS:

SUPERVISOR: Finishing the audit with the comptroller – met with auditor and Leisa – comptroller is finished with her field report. Final report in March.

New time sheet has been implemented,

Working on water district audit.

TOWN CLERK: Tax collection starts Tuesday, January 2, 2024

HIGHWAY: No report

COMMITEES:

BUILDINGS/CEMETERY:

PARKS: Nothing to report

LOCAL HISTORY AND MUSEUM: Nothing to report

POLICY AND PERSONNEL: Nothing to report

OLD BUSINESS:

Water Benefit Improvement Area #1 update – will get our close out of Bond in January

NEW BUSINESS:

2024 accounting services with 2111 columns for p, received by Councilman Starowitz and carried by a vote
Budget Transfers Councilman made a motion to approve Budget Transfers. Councilman Starowitz made a motion to approve the budget transfers; seconded by Councilwoman Grant and it carried by a vote 3-0.

		GENERAL FUND - TOWNWIDE		
<i>Transfer</i>				\$
<i>From:</i>	AA.1110.400	Justice Contractual	5,451.00	\$
	AA.1680.200	Computers Equipment	2,000.00	\$
	AA.3310.400	Traffic Control Contractual	6,600.00	\$
	AA.5132.400	Garage Contractual	12,000.00	\$
		UNANTICIPATED REVENUE		\$
	AA.3001.000	State Aid, Revenue Sharing	11,020.00	\$
			<u>37,071.00</u>	\$
<i>Transfer</i>				\$
<i>To:</i>	AA.1110.102	Justice Per Svc, Clerk	3,192.00	\$
	AA.1310.400	Bookkeeper, Contr Expend	2,413.00	\$
	AA.1410.102	Deputy Town Clerk, Pers Serv	32.00	\$
	AA.1620.400	Buildings Operation Contractual	7,552.00	\$
	AA.1670.400	Central Printing & Mailing Contractual	1,211.00	\$
	AA.1680.400	Computers Contractual	591.00	\$
	AA.7410.400	Library Contractual	600.00	\$
	AA.7510.400	Historian Contractual	432.00	\$
	AA.9010.800	NYS Retirement	21,048.00	\$
			<u>37,071.00</u>	\$
			<u>37,071.00</u>	\$
		GENERAL FUND - OUTSIDE VILLAGE		
<i>Transfer</i>				\$
<i>From:</i>	BB.1990.400	Contingency	3,976.00	\$
			<u>3,976.00</u>	\$
<i>Transfer</i>				\$
<i>To:</i>	BB.1440.400	Engineer Contractual	775.00	\$
	BB.7310.400	Youth Programs Contractual	600.00	\$
	BB.8020.100	Planning, Pers Serv	188.00	\$
	BB.8664.400	Code Enforcement Contractual	2,413.00	\$
			<u>3,976.00</u>	\$
			<u>3,976.00</u>	\$
		HIGHWAY FUND - TOWNWIDE		
<i>Transfer</i>				\$
<i>From:</i>	DA.5130.200	Machinery, Equip & Cap Outlay	53,233.00	\$
			<u>53,233.00</u>	\$
<i>Transfer</i>				\$
<i>To:</i>	DA.5130.100	Machinery, Pers Serv	2,025.00	\$
	DA.5142.400	Snow & Ice, Contr Expend	31,489.00	\$
	DA.9010.800	NYS Retirement	19,608.00	\$
			<u>53,122.00</u>	\$

HIGHWAY FUND - OUTSIDE VILLAGE			
<i>Transfer</i>			\$
<i>From:</i>	DB.5110.400	General Highway Repairs Contractual	19,709.00
			\$
			<u>19,709.00</u>
<i>Transfer</i>			\$
<i>To:</i>	DB.5110.100	General Highway Repairs, Pers Serv	2,748.00
	DB.5112.200	Permanent Highway Improvements	3,726.00
	DB.9010.800	NYS Retirement	11,334.00
	DB.9055.800	Disability Insurance, Empl Bnfts	52.00
	DB.9060.800	Medical Insurance	1,849.00
			\$
			<u>19,709.00</u>

y
by

BILLS: Councilwoman Grant made a motion to pay the December 2023 bills; second by councilman Starowitz and it carried a vote 3-0.

REGULAR MEETING:

Regular Meeting – Tuesday, January 9, 2024 at 7:00 pm at Town Hall with audit of the bills at 6:45 pm

ADJOURNMENT was at 5:30 pm on a motion by Councilman Starowitz; seconded by Councilwoman Grant and it carried by a vote 3 -0.

Respectfully submitted,

Teresa Robinson

Teresa Robinson,
Deputy Town Clerk

Teresa Robinson,
Town Clerk

DRAFT

JANUARY 9, 2024

BERGEN TOWN BOARD

REGULAR MEETING

The Bergen Town Board convened in a regular session at 7:18 pm in the Courtroom with Supervisor Haywood presiding.

PRESENT:

Supervisor Ernest Haywood
Councilperson Belinda Grant
Councilperson Karen Ely
Councilperson Mark Swanson

ALSO:

Teresa Robinson, Town Clerk
Joel Pocock, Town Highway Superintendent

ABSENT: Councilperson James Starowitz

OTHER ATTENDEES: Kim Donley, Trish Plucknette

APPROVAL OF MEETING MINUTES FOR: Regular Board Meeting 12/27/2023 - Tabled

COMMUNICATIONS:

1. Supervisor Report for Dec. 2023
2. Summary Spreadsheets for Dec. 2023
3. Town Clerks Report for Dec, 2023 and annual report for 2023
4. ZEO/CEO Report- for Dec. 2023 and annual report for 2023
5. Mercy EMS report for Nov. 2023
6. Resolution to authorize Payroll Transfers

Board Members' items for addition to the agenda

REPORTS:

Supervisor - Finishing comptrollers audit – single purpose audit for 2022. 2023 audit for water district will be starting.

Clerk – Taxes have started

Board Members - Nothing to report

Highway – Signed the service agreement with DOT. Eliminated a fire hazard by installing disconnects in trucks – working on obtaining quotes for the replacement of the 2020 pick-up.

Committees

-Building, Grounds, and Facilities (cemeteries) - nothing to report

-Parks – nothing to report

-Local History & Museum – nothing to report

-Policy and Personnel: Time sheets need to be completed by all.

OLD BUSINESS:

-Health Insurance for elected officials: Tabled

NEW BUSINESS:

-Resolution to authorize transfer of funds for payroll from savings to checking for cost of payroll

RESOLUTION NO. 1-2024

Authorize Payroll Transfer

WHEREAS, in order to produce Payroll in a timely manner, it is necessary for the bookkeeper to transfer bank funds prior to the approval of the Supervisor.

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Bergen hereby approves the transfer of the funds needed to fulfill the obligations of Payroll by the Bookkeeper from the Town of Bergen Savings Account to the Payroll Account.

Sec. 2. That the Supervisor will review the transfer as soon as practical and make written acknowledgement that the amount is correct.

MOTION for adoption of this resolution Councilperson Grant; seconded by Councilperson Ely

Discussion: None

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely - Aye

Councilperson Grant - Aye

Councilperson Starowitz - Absent

Councilperson Swanson - Aye

Supervisor Haywood - Aye

-Action to file the Town Clerks report for Dec. 2023 and annual report; motion made by councilperson Grant; second by Councilperson Swanson; approved

-Action to file Supervisors Report for Dec. 2023; motion made by councilperson Grant; second by Councilperson Ely; approved

-Approval to pay bills; motion made by Councilperson Grant; second by Council person Ely; approved

MEETING AND OTHER UPCOMING DATES:

-Town Board Meeting: Regular meeting of the board 2/13/2024. 6:45 audit of bills, regular meeting at 7 pm.

ADJOURMENT: Motion made by Councilperson Grant; second by Councilperson Swanson; approved. Adjourned at 7:45 pm.

Respectfully submitted,

Teresa Robinson

Teresa Robinson,
Town Clerk

DRAFT

JANUARY 9, 2024

BERGEN TOWN BOARD

ORGANIZATIONAL MEETING

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

PRESENT:

Supervisor Ernest Haywood
Councilperson Belinda Grant
Councilperson Karen Ely
Councilperson Mark Swanson

ALSO:

Teresa Robinson, Town Clerk
Joel Pocock, Town Highway Superintendent

ABSENT: Councilperson James Starowitz

OTHER ATTENDEES: Kim Donley, Trish Plucknette

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 OF ALLEGIANCE TO THE FLAG

COMMUNICATIONS:

- Resolution Samples 1, 2, 3, 4, 5 -below
- Medical Benefit Policy – below
- 2024 Wage Schedule
- Town of Bergen – 2024 Pay Periods
- Letter of continued interest in Town Attorney and Deputy from Daniel Bryson of Lacy Katzen and retainer fees.
- Letter of intent from Thomas M. Tiefel in interest in reappointment as Town Historian
- Letter of interest from Robert Zickl to be appointed Town Prosecutor
- Letter from MRB Group – Paul Chatfield regarding interest in reappointment as Town Engineer
- Letter of Engagement from Local Government Support Services for Accounting Services for Accounting Services
- Town of Bergen – Supervisor’s Proposed Activities for 2024
- Agreement for the Expenditure of Highway Moneys
- Post – Issuance Tax Compliance and Continuing Disclosure Building and Procedure

2024 TOWN BOARD APPOINTMENTS:

Zoning/Code Enforcement Officer
Building Inspector
Constable
Constable
Historian
Historian Assistant
Attorney for the Town
Deputy Attorney for the Town

Gerald Wood
Gerald Wood
Gary Donofrio
Chad Cummings
Thomas Tiefel
Jodi L. Fisher
Daniel S. Bryson
John Wells

Planning/Zoning Secretary
Zoning Board Chair
— Zoning Board Member
Zoning Board Member
Town Prosecutor
Mill Seat Landfill Advisory Committee

Kim Donley
Paul Cooper
Joseph Neri
Julie Donofrio
Robert Zickl
Timothy J. Donovan

Councilperson Grant made the motion to approve the 2024 Town Board appointments; seconded by Councilperson Ely and it carried by a vote 4-0.

REVIEW OF APPOINTMENTS BY OTHERS:

Deputy Town Supervisor	Belinda Grant
Secretary to Supervisor	Leisa Strabel
Deputy Town Clerk	Barb Fisher
Deputy Town Clerk	
Sub Registrar of Vital Statistics	Barb Fisher
Justice Court Clerk	Sandra Owen
Senior Justice Court Clerk	Cindy Burke
Deputy Highway Superintendent	
Secretary to Highway Superintendent	Ruth Kruppner

Councilperson Ely made the motion to approve the 2024 Town Board appointments; seconded by Councilperson Grant and it carried by a vote 4-0.

RESOLUTIONS:

1 -2024 - Expenditure of Highway Moneys

Councilperson Grant made the motion to approve the Resolution 1- 2024; seconded by Councilperson Ely and it carried by a vote 4-0.

2-2024 - Permission for Highway Superintendent to make purchases without prior approval

Councilperson Grant made the motion to approve Resolution 2- 2024; seconded by Councilperson Ely and it carried by a vote 4-0.-

3-2024 - Permission for Highway Superintendent to make purchases under State &/or County bids

Councilperson Swanson made the motion to approve Resolution 2- 2024; seconded by Councilperson Ely and it carried by a vote 4-0.-

4-2024 - Official Undertaking of Municipal Officials

Councilperson Ely made the motion to approve Resolution 2- 2024; seconded by Councilperson Swanson and it carried by a vote 4-0.-

5-2024 - Approval of Post-Issuance Tax Compliance and Continuing Disclosure Policies and Procedures for Tax-Exempt Notes and Bonds (no changes).

Councilperson Ely made the motion to approve Resolution 2- 2024; seconded by Councilperson Swanson and it carried by a vote 4-0.-

RESOLUTION #1 –2024 AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS:

Resolution #1-2024 for the sum of \$262,148 to be set aside to be expended for primary work and general repairs upon 19.9 miles of Town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.

RESOLUTION #2 –2024 EXPENDITURES BY HIGHWAY SUPERINTENDENT:

WHEREAS, section 142, subdivision 1 (a) of the Highway law authorizes the Town Board to adopt a resolution permitting the Town Superintendent of Highways to purchase equipment, tools and implements without prior approval of the Town Board in an amount to be fixed by it from time to time, and

WHEREAS, it is determined by this Board to be reasonable and proper and that the Highway Superintendent of the Town be granted permission to purchase such items without its prior approval in the amount not to exceed \$10,000

NOW, THEREFORE, BE IT RESOLVED, that the Town Superintendent of Highways be and he hereby is authorized to spend an amount not to excess of \$10,000.00 for the purchase of equipment, tools and implements without prior approval of this Board, and

BE IT FURTHER RESOLVED, that the authorization hereinabove granted shall be construed as meaning that the total amount of all such items purchased by the Superintendent of Highways shall not exceed the number of budgeted appropriations in the fiscal year 2024.

RESOLUTION #3 –2024 STATE AND/OR COUNTY BIDS

WHEREAS, it is determined by the Bergen Town Board to be reasonable and proper and in the best interests of the efficient functioning of the Bergen Highway Department that the Highway Superintendent of the Town be granted permission to purchase any such items, materials, tools and implements and services under any and all valid New York State bids, United States Federal bids other valid Municipal bids including County and Genesee County bids and award contracts according to the applicable bid sheets.

RESOLUTION #4-2024 OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

**TOWN OF BERGEN
OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

WHEREAS, Ernest Haywood, of the Town of Bergen, County of Genesee, New York, has been elected to the Office of Supervisor of the Town of Bergen, and

WHEREAS, Belinda Grant, of the Town of Bergen, County of Genesee, New York, has been appointed to the Office of Deputy Supervisor of the Town of Bergen, and

WHEREAS, Teresa Robinson, of the Town of Bergen, County of Genesee, New York, has been elected to the Office of Town Clerk of the Town of Bergen, and

Office of Town Tax Collector of the Town of Bergen, and

WHEREAS, Barb Fisher, of the Town of Bergen, County of Genesee, New York, has been appointed to the Office of Deputy Town Clerk of the Town of Bergen, and

WHEREAS, Vincent Pulcini, of the Town of Bergen, County of Genesee, New York, has been elected to the Office of Town Justice of the Town of Bergen, and

WHEREAS, Robert Swapceinski, of the Town of Bergen, County of Genesee, New York, has been elected to the Office of Town Justice of the Town of Bergen, and

WHEREAS, Joel Pocock, of the Town of Bergen, County of Genesee, New York, has been elected to the Office of Superintendent of Highways of the Town of Bergen, and

WHEREAS, Joel Pocock, of the Town of Bergen, County of Genesee, New York, has been appointed to the Office of Deputy Superintendent of Highways of the Town of Bergen, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Bergen that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor; and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and

This undertaking of the Town Justice is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Justice; and

The Town does and shall maintain insurance coverage, presently with ENB Insurance, in the sum of \$1,000,000.00 for the Tax Collector, Supervisor and Town Clerk to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.

DECLERATIONS:

Meeting days and times – Second Tuesday at 7:00 PM every month

Official Banks – Tompkins Bank of Castile (primary); Five Star; NYS CLASS

Official Newspaper – Batavia Daily News

Mileage reimbursement rate – IRS approved rates for 2024 at \$.67/mile

Approval of Medical Benefit Policy

Approval of the 2024 Wage/Pay Schedule

Councilperson Grant made the motion to approve the 2024 Town Board appointments; seconded by Councilperson Ely and it carried by a vote 4-0.

RECOGNIZED COMMITTEES & APPOINTED MEMBERS: BUILDINGS, GROUNDS, & FACILITIES COMMITTEE

Buildings, Grounds & Facilities Committee:

Mark Swanson(chair)
Ernie Haywood
Joel Pocock
Library representative (optional)
Others as requested

Parks Committee:

Belinda Grant (chair)
Joel Pocock
Gillam Grant representative (optional)
Youth Soccer representative (optional)
Youth Baseball representative (optional)
BBCA (optional)

Local History & Museum Committee:

Karen Ely Chair)
Thomas Tiefel
Others as requested

Policies & Personnel Committee:

All Board members

Agriculture Liaison- to the Agricultural community including Genesee County

Soil and Water, Genesee County Cooperative Extension and the Farm Bureau

James Starowitz

ADJOURNMENT – 7:18 pm

Councilperson Grant made the motion Adjourn the Organizational meeting at 7:18 pm; second by seconded by Councilperson Swanson and it carried by a vote 4-0.

Respectfully submitted,

Teresa Robinson

GEN BERGEN FIRE

Report includes Emergent First On Scene Responses.

Report Date Range from: 12/1/2023 to 12/31/2023

Response Time Minutes	Call Count	Cumulative Call Count	Percentage of Total Calls	Cumulative Percentage
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Response Zone: GEN BERG 17

08:00 - 08:59	1	1	20.00%	20.00%
17:00 - 17:59	1	2	20.00%	40.00%
18:00 - 18:59	2	4	40.00%	80.00%
19:00 - 19:59	1	5	20.00%	100.00%
Total Calls:	5	5	100%	

Response Zone: GEN BERG 22

16:00 - 16:59	1	1	16.67%	16.67%
18:00 - 18:59	1	2	16.67%	33.33%
19:00 - 19:59	1	3	16.67%	50.00%
20:00 - 20:59	1	4	16.67%	66.67%
23:00 - 23:59	1	5	16.67%	83.33%
25:00 - 25:59	1	6	16.67%	100.00%
Total Calls:	6	6	100%	

Call Source Total Calls: 11

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

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

Associations of town, 2024 Annual Meeting and training

LOCATION New York City

MEETING START: DATE 2/17/2024 TIME pm

MEETING END: DATE 2/20/2024 TIME Am

WILL YOU BE ATTENDING THE ENTIRE PROGRAM YES NO

IF NO STATE PLANNED ARRIVAL AND DEPARTURE TIMES _____

MEANS OF TRANSPORTATION Car/train

ESTIMATED EXPENSES: REGISTRATION 150⁰⁰

TRANSPORTATION Train 90⁰⁰/Miles to Albany & back 325.62

LODGING 3nights - 1070.88

MEALS Threeday 250⁰⁰

OTHER tips 24.50

EXPLAIN taxi 50.00

TOTAL 1871.40

REQUESTED BY: NAME Ernest Hynes

POSITION Supervisor

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

*Note Board members Approved by Email. 1/30/24 -
Previously via Email B. Grant, J. Starnitz, Kelly,
and M. Swanson*



Memo

To: Town of Bergen – Board Members
From: Shelby Bennett, Client Manager
Date: 1/31/2024
Re: Annual Checklist of Justice Court Records

We completed the Annual Checklist for Review of the Justice Court Records (Attached). We also determined the procedures followed by the Justice Courts are consistent with general recordkeeping requirements for Town Justice Courts in Appendix F of the Fiscal Oversight Responsibilities of the Governing Board issued by the Office of the State Comptroller (Attached). Deposits and disbursements appeared to be timely, and dockets and case files appeared to be recorded properly on SEI. Our engagement did not include completion of the checklist on “Reporting to the Department of Motor Vehicles TSLED Program.”

We summarized the check registers for both Justices to make sure that all transactions were properly recorded, that banks were reconciled at the end of the year, and that reconciled cash agreed to fines and bail owed at the end of the year. Combined fines on 12/31/23 were \$7,647.00 and combined bail was \$2,108.00.

New York State reported Bergen collected \$117,185.00 with Justice Swapceinski collecting \$72,667.00 and Justice Nenni collecting \$44,518.00. \$76,314.00 collected was for fines & forfeited bail, \$2,280.00 was for civil fees, and \$40,894.00. was for the mandatory surcharges. \$35,491.00 was paid to New York State, \$5,380.00 was paid to Genesee County, and \$76,314.00 was paid to the Town, net of payments to New York State. We agreed transfers to the Town and disbursements to New York State recorded in Town books to New York State reports.

Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality:

Town of Bergen

Month Reviewed:

1/1/2023

Through

12/31/2023

Name of Justice:

Justice Robert Swapceinski

Review Performed By:

Shelby Bennett

Date

2/2/2023

Annual Checklist for Review of Justice Court Records

	Yes	No
<u>Cash Receipts Book</u>		
▶ Are pre-numbered receipt forms issued for all collections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are duplicate receipts kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are receipts recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded receipt:</i>		
# <u>S0007139</u> Date <u>12/29/23</u> Amount <u>\$25.00</u>		
▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are duplicate deposit slips kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded deposit:</i>		
Date <u>12/29/23</u> Amount <u>\$275.00</u>		
▶ Is the receipt book totaled and summarized at the end of each month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Month Totaled and Summarized</i> <u>December</u>		
<u>Cash Disbursements Book</u>		
▶ Are pre-numbered checks used for all disbursements other than petty cash?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are all checks signed by the Justice?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are canceled checks (or check images) returned with bank statements and kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are checks recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded check:</i>		
# <u>754</u> Date <u>12/1/23</u> Amount <u>\$7,142.00</u>		
<u>Bank Reconciliations</u>		
▶ Are bank accounts reconciled promptly after bank statements are received?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Bank Reconciliation for Each Bank Account:</i>		
Date Performed <u>1/2024</u> Month Ending <u>12/31/2023</u>		
<u>Additional Supporting Records</u>		
▶ Is a list of bail maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Is a record of uncollected installment payments maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Annual Checklist for Review of Justice Court Records

Yes No

Dockets and Case Files

- ▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims?
- ▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address.
- ▶ Do dockets for disposed cases appear to be complete?
- ▶ Do dockets for disposed cases agree with amounts reported?

Cash Book Reconciliation

- ▶ Is the cash book reconciled to the adjusted bank balances at the end of each month?
- ▶ Does the cash book total agree with the bank reconciliation and supporting information?

Last Cash Reconciliation:

Date Performed 1/2024 *Month Ending* 12/31/2023

Reports to the Division of Criminal Justice Services

- ▶ Are reports made timely to the Division of Criminal Justice Services?
- ▶ Has the court received any notices regarding late reporting?
If yes, why were the reports late and what corrective actions were taken? _____

Reports to the Justice Court Fund

- ▶ Are reports made timely to the Justice Court Fund?
- ▶ Do reported amounts agree with docket dispositions and case files?
- ▶ Do reported amounts agree with cash receipt and disbursement books?
Last report submitted: Month Ending 12/31/23 Date 1/3/2024 Amount \$7,647.00
- ▶ Has the court received any notices regarding late reporting?
If yes, why were the reports late and what corrective actions were taken? _____

Annual Checklist for Review of Justice Court Records

Yes No

Reporting to the Department of Motor Vehicles - TSLED Program

- ▶ Has the court received any notices regarding pending cases?
 If yes, why were the cases pending and what corrective actions were taken, if any _____

○ ○

Note: Cases over 60 days are eligible to be Scofflawed. TSLED sends a monthly listing of pending cases to the Court. The court should respond either manually or electronically to TSLED with the outcome of these pending cases.

- ▶ Are reports from TSLED to the court maintained and utilized?
Last TSLED Report Available: Date _____

○ ○

Note: Courts can access reports on-line from TSLED at any time.

- ▶ How many cases are shown as pending in the last TSLED report? _____
- ▶ Does the cash book total agree with the bank reconciliation and supporting information?
- Is the number of pending cases reasonable?
 - How many cases are shown as pending for more than 90 days? _____
 - What actions have been taken to dispose of these cases?

○ ○
 ○ ○
 ○ ○

Overall Evaluation

Accounting records are complete and accurate.

Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality:

Town of Bergen

Month Reviewed:

1/1/2023

Through

12/31/2023

Name of Justice:

Justice Joseph Nenni

Review Performed By:

Shelby Bennett

Date

2/02/2024

Annual Checklist for Review of Justice Court Records

	Yes	No
<u>Cash Receipts Book</u>		
▶ Are pre-numbered receipt forms issued for all collections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are duplicate receipts kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are receipts recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded receipt:</i>		
# <u>J0003829</u> Date <u>11/30/23</u> Amount <u>\$100.00</u>		
▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are duplicate deposit slips kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are deposits recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded deposit:</i>		
Date <u>11/30/23</u> Amount <u>\$100.00</u>		
▶ Is the receipt book totaled and summarized at the end of each month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Month Totaled and Summarized</i> <u>December</u>		
<u>Cash Disbursements Book</u>		
▶ Are pre-numbered checks used for all disbursements other than petty cash?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are all checks signed by the Justice?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are canceled checks (or check images) returned with bank statements and kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are checks recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last recorded check:</i>		
# <u>220</u> Date <u>11/30/23</u> Amount <u>\$50.00</u>		
<u>Bank Reconciliations</u>		
▶ Are bank accounts reconciled promptly after bank statements are received?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Bank Reconciliation for Each Bank Account:</i>		
Date Performed <u>1/2024</u> Month Ending <u>12/31/2023</u>		
<u>Additional Supporting Records</u>		
▶ Is a list of bail maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Is a record of uncollected installment payments maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Annual Checklist for Review of Justice Court Records

Yes No

Dockets and Case Files

- ▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims?
- ▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address.
- ▶ Do dockets for disposed cases appear to be complete?
- ▶ Do dockets for disposed cases agree with amounts reported?

Cash Book Reconciliation

- ▶ Is the cash book reconciled to the adjusted bank balances at the end of each month?
- ▶ Does the cash book total agree with the bank reconciliation and supporting information?

Last Cash Reconciliation:

Date Performed 12/1/2024 *Month Ending* 12/31/2023

Reports to the Division of Criminal Justice Services

- ▶ Are reports made timely to the Division of Criminal Justice Services?
- ▶ Has the court received any notices regarding late reporting?
 If yes, why were the reports late and what corrective actions were taken? _____

Reports to the Justice Court Fund

- ▶ Are reports made timely to the Justice Court Fund?
- ▶ Do reported amounts agree with docket dispositions and case files?
- ▶ Do reported amounts agree with cash receipt and disbursement books?
 Last report submitted: Month Ending 11/31/23 Date 12/1/2023 Amount \$4,873.00
- ▶ Has the court received any notices regarding late reporting?
 If yes, why were the reports late and what corrective actions were taken? _____

Annual Checklist for Review of Justice Court Records

Yes No

Reporting to the Department of Motor Vehicles - TSLED Program

- ▶ Has the court received any notices regarding pending cases?
If yes, why were the cases pending and what corrective actions were taken, if any _____

Note: Cases over 60 days are eligible to be scofflawed. TSLED sends a monthly listing of pending cases to the Court. The court should respond either manually or electronically to TSLED with the outcome of these pending cases.

- ▶ Are reports from TSLED to the court maintained and utilized?
Last TSLED Report Available: Date _____

Note: Courts can access reports on-line from TSLED at any time.

- ▶ How many cases are shown as pending in the last TSLED report? _____
- ▶ Does the cash book total agree with the bank reconciliation and supporting information?
- Is the number of pending cases reasonable?
 - How many cases are shown as pending for more than 90 days? _____
 - What actions have been taken to dispose of these cases?

Overall Evaluation

Accounting records are complete and accurate

BERGEN HISTORIAN ANNUAL REPORT – 2023

MUSEUM AND FACILITY REPAIRS / PROGRESS:

The Harford Museum upper level is in the continuing stages of upgrading to properly accommodate the “rustic” or agricultural part of the collection. All other artifacts deemed “sensitive materials” continue to be properly stored in the climate controlled office building for preservation. Restoration/preservation of the office building continues. Exterior lighting on the historian’s office building is upgraded/replaced.

EXHIBITS / EVENTS:

Exhibits - 2023:

The History of the “Bergen Fire Department” and “Pioneer Doctors of Bergen” were displayed starting in February 2023. A traveling exhibit called, “The North Bergen Maple Syrup Historical Project” continued through November of 2023 and completion of the “Dean Historic Sugar Shack” renovation project was completed by the town historian on the Dean Farmstead in September. While this is not affiliated with the Harford Livery Museum, This site will be an asset to the museum by promoting Bergen’s Maple Syrup History during the season.

Events - 2023:

In April, we produced a historical themed arts display. The series of displays depicted “Old Tyme School Days” and was made possible by a grant that was applied for by the historian’s office, and awarded to the Bergen Historical Society. The museum complex hosted the annual Bergen Historical Society Family Picnic in August. Approximately 25 people attended, and small-group museum tours and talks were given.

Our Facebook page, “Harford Livery Museum” and affiliation with the Holland Land Office Museum served as a valuable aid in keeping the community and general public engaged this year. The Harford Museum/Bergen Historian’s Office also participated for the seventh time in the 22nd annual “Wonderland of Trees” holiday gala at the Holland Land Office Museum in Batavia. The Town Historian created a maple syrup themed gift basket as part of the continued HLOM “Keeping Spirits Bright” theme at this year’s event. It earned a place in the top 5 out of 68 of most popular baskets in HLOM ticket sales. Through community outreach, we have secured ongoing volunteers to help with event planning, holiday themed decorating, and public relations. Our Second Annual “Halloween Night at the Museum” Trick or Treat Open House was held on Halloween this year. A donation of candy, doughnuts, coffee and hot cider made by the historian and volunteers was given out and was well received by the community and we had a record number of visitors exceeding 200. A “Selfie Backdrop” for summer, fall and Christmas seasons was once again created for the community to stop by and take a holiday themed photo.

ONGOING PROJECTS - 2023-24:

The Harford Livery Museum interior exhibits will continue to undergo its transformation adding more to the exhibits. More display cases have been donated by the Holland Land Office Museum and more artifact displays are slated to be included. The tri-sided information panels consisting of various local historical topics will continue to be added. The Historian's office building located in the complex will also continue undergo interior improvements as well to accommodate the acquisition of the remaining collection from Stone Church. Inventory of artifacts from Stone Church Museum will continue. This process will be in accordance with the guidelines set forth by New York State.

MUSEUM DONATIONS/ANNUAL BUDGET - 2023

The Town Board appropriated its annual budget once again and is to be used on historical property, equipment, and supplies. The Holland Land Office Museum has once again made the donation of 2 display cases.

GOALS-2024

1. Seek more assistance from local media to aid in further interest in the Harford Museum Complex. The Holland Land Office Museum, The Batavian, and The Daily News publishing have been very supportive.

Online and social media outlets such as Facebook, and Tripadvisor will continue to be utilized as well.

2. Continue to digitize inventory to better aid in preservation and input of data.

3. Continue to enlighten local schools and its teachers to the importance of local history and the materials available in the Bergen collections. The annual in-person 4th grade field trip by students to the Harford Museum will hopefully resume in 2024. In the meantime, we will once again to investigate interactive learning ideas and work with the 4th grade teachers.

4. Ongoing duties in the historical office are festival and event planning. Looking into more on-site programs as well as off-site fundraising events. Working in conjunction with the Bergen Historical Society on events is currently underway. Genealogist, Jodi Fisher has a great deal of experience in grant applications, and we will be exploring the additional various opportunities to secure funding for historic markers and archival supplies.

5. Continue to attend informative meetings/workshops provided by the Genesee County Historian's Agencies.

6. Continue exhibit transformation or additions on the Harford Livery & Museum Complex. Also, continue to look into the addition of a new support organization for the Harford Museum.

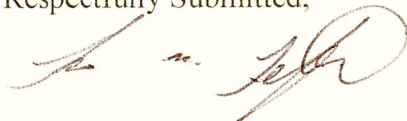
7. The Town Historian continues to have a strong relationship with HLOM, and continues to utilize this relationship to promote Bergen's historical attributes as well.

ACHIEVEMENTS 2023:

Our relationship with the GLOW Arts Council continues to strengthen, leading to awareness of grant funding eligibility that is created and awarded by the organization. The Historian office staff continues to volunteer in various Genesee County organizations to help out and also build conduits for the H.L.Museum. Most noteworthy is to mention our relationship with the BBCSD in offering educational services to both students and staff. The Town Historian has accepted the ongoing role of "Tour Guide" for the yearly new hires of the BBCSD. The newly added annual "Halloween Night At The Museum" has tremendously expanded our department's community outreach program.

As Bergen Town Historian, I enjoy working with the Bergen community, the Genesee County Historians, and the Town Board of Bergen. All of their support and interest in preserving our local history is always greatly appreciated.

Respectfully Submitted,



Thomas M. Tiefel – Bergen Town Historian
December 31, 2023



SUPERVISOR
ERNEST HAYWOOD

TOWN CLERK/TAX COLLECTOR
TERESA ROBINSON

COUNCILPERSONS
BELINDA GRANT, DEPUTY SUPERVISOR
JAMES STAROWITZ
MARK SWANSON
KAREN E. ELY

JUSTICES
ROBERT SWAPCEINSKI
VINCENT PULCINI

SUPERINTENDENT OF HIGHWAYS
JOEL POCOCK

ZONING & CODE ENFORCEMENT OFFICER
GERALD WOOD

ASSESSOR
RHONDA SAULSBURY

MEMORANDUM

TO: TOWN BOARD MEMBERS
FROM: ERNEST HAYWOOD, SUPERVISOR
XC: TERSA ROBINSON, TOWN CLERK
RE: ANNUAL FISCAL REPORT TO THE BOARD FOR 2023
DATE: 1/13/2024

I have completed the 2023 annual fiscal report for the board and am writing to share the following information. Please be advised, that while you receive monthly a report showing all moneys received and disbursed through the Supervisor's office, if you have any questions or would like to see any records, please let me know.

I. Annual Review of the Supervisor's /Chief Fiscal Officer's Records- Outcomes

Cash Receipts

- 1. The cash receipts journal is kept up-to date.
Comments: Yes, entries are made once per week.
- 2. The cash receipts journal identifies the date received, payer, purpose, and amount.
Comments: Yes, it does.
- 3. Undeposited cash receipts are kept in the Village of Bergen safe.
Comments: They are kept in the safe in the village office as they are the bookkeeper for the town
- 4. Electronic deposits receipts are printed.
Comments: Electronic Deposits are printed and kept.
- 5. Deposit amounts on the bank statement agree with the cash receipts journal.
Comments: Yes, checked monthly.
- 6. Deposits are timely and recorded in a timely manner.
Comments: Yes, always within the 10 days required.

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, 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.

7. Last recorded deposit (date and amount):
12/18/2023 \$715.00 for Town Account and 12/20/2023 \$250.00 for Library Account
8. The cash receipts journal is totaled and summarized monthly.
Comments: Yes, checked against accounting firm.

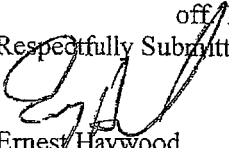
Cash Disbursements

1. Cash disbursements records are kept up-to-date.
Comments: Yes.
2. Abstracts, payrolls and individual disbursements are recorded appropriately.
Comments: Yes.
3. pre-numbered checks are used for all accounts.
Comments: Yes.
4. All abstract checks are signed by the Supervisor.
Comments: Yes.
5. Payroll and pre-pays are stamped with the Supervisor's signature and the stamp is kept in a secure location at the Village of Bergen.
Comments: Yes.
6. Canceled check images are returned with the bank statements.
Comments: Yes. Printed directly on the statement.
7. Check stock is kept securely at the Village of Bergen.
Comments: Yes. Kept in a locked file cabinet separate from Village checks.
8. Checks are recorded at issuance.
Comments: Yes. Posted through AccuFund when printed.
9. Cash disbursements are totaled and summarized monthly.
Comments: Yes.
10. Payments are supported by an invoice and an approval by a Town Official.
Comments: Yes. Voucher and abstract system.

II. Additional Documents

- A) **Cash Receipts (attached)**- Jan.-Dec. 2023 monthly Executive Summaries showing Revenues received by month.
- B) **Cash Summary Report (attached)** - For December 2023 -indicating funds in all town accounts and balances
- C) **Statement of Activities For all Funds (attached)**- As of 12/31/2023 indicating all revenue and expenditures per the budget.
- D) **Disbursements**- Each month board members review all disbursements when they audit the bills and sign off. The sign offs are available in the Clerks Office for the entire 2023 year.

Respectfully Submitted


Ernest Haywood,
Supervisor

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, or at any USDA 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.

*Don & Holly King
EPC*

GILLAM-GRANT COMMUNITY CENTER

Gillam-Grant celebrated its 50th year of serving the community in 2023! We would like to extend our appreciation to the Town of Bergen for its ongoing support of the programs and services offered for our community members.

Senior programming is vital in our rural community. The Center offers a variety of programs and services. Our programs offer the opportunity for socialization, thus reducing isolation for these seniors. The social meals are well attended and our transportation with the shuttle van offers the opportunity for seniors to be out in the community. Attached is a list of offerings in 2023. We anticipate similar programming in 2024.

Youth Recreation and Services are at peak attendance. All youth sports and out of school programming are attached. We anticipate similar programming in 2024 and will be re-igniting the traditional summer day camp program in 2024.

Town funding is used to plan and implement programming, offset fees for the programs offered, and contribute to the overhead of the Senior and Youth Programs. Gillam-Grant would respectfully ask for a 3% increase in supportive funds for 2024.

Senior Programs

Motor Coach Tours	May-Pigeon Forge and the Great Smokey Mountains
Motor Coach Tours	September- Mackinac Island
Social Meal	January: Chicken & Biscuits-Entertainment-Dan Deluc and Eric Davidson
Social Meal	February: Lasagna; Entertainment-BB Senior High Drama Club
Social Meal	March: Corned Beef and Cabbage; Entertainment-No Blarney!
Social Meal	May: Beef Stroganoff; Entertainment-Bob Lancia & Friends
Social Meal- Picnic	June Picnic: Grilled Chicken; Entertainment-Bingo and Lawn Games
Social Meal	September: Roast Beef w/Gravy; Entertainment-Dan Deluca & Eric Davidson
Social Meal	October: Bacon Wrapped Pork Tenderloin; Entertainment-LeRoy Town Band

Social Meal	November: Turkey Dinner; Entertainment-Mid-Century Modern Jazz Quartet
Lunch Club	January Destination-Olive Garden in Henrietta
Lunch Club	February Destination-Cheesecake Factory in Pittsford
Lunch Club	March Destination-Jines Restaurant in Rochester
Lunch Club	April Destination-Jay's Diner in Henrietta
Lunch Club	May Destination-Genesee Brew House in Rochester
Lunch Club	June Destination-Pelican's Nest in Rochester
Lunch Club	July Destination-South Bay Bar & Grill in Webster
Lunch Club	September Destination: Clutch on the Canal in Spencerport
Lunch Club	October Destination-Tom Wahls in Avon
Lunch Club	November Destination-Stone's Country Side Tavern in Churchville
Lunch Club	December Destination-Philips European Restaurant in Rochester
Del Lago-Day Trips	January, March, May, July, September, November
Cartwright's Maple Tree Inn	March
Patio Gardening	May
AARP Safe Driving Class	April & October
Day Trip to Vidlers and Marilla Country Store	June
Day Trip to Sonenberg Gardens and Lunch Cruise on the Canandaigua Lady	July
Day Trip to A Chorus Line in Auburn, NY	October
Decorative Fabric Pumpkin Making and Luncheon	October
Holiday Coffee and Craft Time	December
Book Club in Conjunction with the Bergen Public Library	Once a month: September, October, November, December
Shopping Trip to East View Mall	November
Genesee County Office for the Aging Medicare Walk-In Counseling	October
Yoga	weekly
Tai Chi	weekly

Youth Recreation and Services

Youth Basketball 75 Participants
Recreation Soccer 150 participants
Travel Soccer 70 participants
Youth Baseball 75 participants
Youth Softball -18 participants
Martial Arts
Paint with Lorie x8
First Lego League (STEM)
Laser Cut Wood Crafting
Pour Painting Class for Kids x4
Art with Angelina x6
Jr. Lego Building Club x8 Sr. Lego Build Club x8 (STEM)
Kid's Candy Making
Cardboard Challenge (STEM)
Kid's Craft Times x8
Holiday Laser Cut
Nailed it! Cake Challenge x4
Ceramic Painting
Storytime
Chess Lessons
Kid's Night Out x4
Spring Laser Cut Wood Crafting
Creative Painting
Kid Zone

NYS LTAP Center - Cornell Local Roads Program

Cornell Asset Management Program (CAMP)

Develop a Pavement Management System through the Local Roads Program

The CAMP Summer Internship provides municipalities a way to develop and implement a pavement management system for their agency. Utilizing a college student helps municipalities overcome the time constraints of gathering information and setting up a program that can better assist the local highway departments in understanding, managing, and budgeting for their roadway network maintenance. With the assistance of NYSLTAP – Cornell Local Roads, this program is offered each summer to provide municipalities with the opportunity to develop a pavement management program.

▲ [**CAMP 2024 Summer Intern Registration Form**](#)

▲ [**2024 CAMP Brochure**](#)



Produced by the Otsego County Planning Department.

More information

Intern Job Qualifications



Qualifications

College student with an interest in road and highway maintenance and management. ***Driver's license is required.***

Student Interns

Students not recruited directly by the municipality need to submit a resume to Geoff Scott, P.E., Technical Assistance Engineer with the New York State LTAP Center - Cornell Local Roads Program at grs78@cornell.edu. Interviews will be held through the Cornell Engineering Career Services in March 2024 or directly by the NYSLTAP-CLRP. The New York State LTAP Center - Cornell Local Roads Program will match up students and municipalities as soon as possible after interviews.

Intern Job Description



Road Surface Management System Interns (1 Position Per Agency)

Students perform the following activities during the summer:

- △ collect road inventory and condition surveys
- △ determine repair alternatives and associated unit costs
- △ generate a prioritized listing of road repairs using CAMP computer program
- △ create a five year plan using prioritized listings
- △ instruct a municipal employee on how to update CAMP
- △ prepare a final summary report; present report to the elected Board
- △ provide a copy of the final report, including five-year plan, to NYSLTAP-CLRP and the municipality; complete an internship/program evaluation form
- △ assist the highway department in other roles as time permits

After implementing CAMP, students may do other work as needed, possibly including:

- △ inventory drainage facilities and sidewalks
- △ flag traffic
- △ perform highway construction work
- △ run equipment on construction sites
- △ input data into computer-based mapping programs

As a municipal employee, hours are same as hours of any other summer employee in the department, whether the agency works a five-day or four-day work week during the summer. Training is provided over three days. 1-1/2 days are with the municipal employee and the student together, who are taught about pavement management systems and CAMP in particular. Municipal employees and students work together to survey real roads, input data into CAMP, and generate reports.

Program administrators will make a minimum of two field visits to help students overcome any difficulties specific to the municipality, ensure surveys and reports are created in the proper manner, and to help the public works agency understand that information. In addition, staff will be available to students for phone consultation and by email as needed. Staff also provides necessary computer support and project advice to enable interns and employees to complete CAMP successfully.

What is Pavement Management?



Pavement Management Systems (PMS) are tools which allow better use of resources, save time, and help agencies make better decisions about which repairs to use and when to use them. The basis of PMS is illustrated below. The cost of repairs to a road skyrocket if not done at the appropriate time. It is therefore less expensive to keep good roads in good shape. A quality PMS will help decision makers select the proper repair treatment and apply it at the appropriate time.

The project is a network-level pavement management system implemented using a computer-based software package. It provides information on the condition, traffic, and importance of roads in a network to create a long-term maintenance program. This helps municipalities apply limited budget resources where they will provide the greatest road quality benefits.

Benefits of Pavement Management



Pavement management is a planning and budgeting tool to help managers make more consistent, cost effective, and defensible decisions about what work to do and when to do it. It helps decision making by providing information about inventory, condition, and cost of various work. Highway officials must make the final decisions.

Benefits of the CAMP summer internship (formerly known as the RSMS Summer Intern Project) reported by the participants have included:

- △ Helping a new highway superintendent learn about the condition of the Town roads
- △ Providing continuity between successive superintendents
- △ Justification for increased funding for highways
- △ More effective use of funds



Frequently Asked Questions

What is the CAMP Summer Internship?



The CAMP Summer Internship pairs college students with municipalities to develop a pavement management plan for their highway network. During the ten-week program, the student intern along with someone from the municipal agency develop an inventory, conduct road evaluations, prepare unit costs for maintenance practices, and prepare a final report that outlines a five-year management plan for the local roads and streets.

Why should you sign up for the CAMP Summer Internship?



The reasons in the past have varied depending on the needs of the municipal agency. Some just want to get a better understanding on the conditions of their road and street network while others are looking for a more efficient way to evaluate and plan on the necessary maintenance to increase the impact of the limited amount of funding available. Overall, the primary goal is to help set up a comprehensive plan to manage the highway system more efficiently with the limited resources available.

How does the CAMP Summer Internship work?



Once you commit to participating, NYSLTAP-CLRP will begin a search for qualified students to serve as interns. Once we match student with municipal agency we provide information regarding the training, which will be held here on the Cornell campus May 21–May 23, 2024. Training includes both the student and a representative of the agency. A participant from the agency learns alongside the student so they can continue the pavement management program in the future. NYSLTAP-CLRP provides full support for the students, agency and the software during the summer and in the future to ensure the program is effective.

Where do we get the student intern?



NYSLTAP-CLRP initially begins the search for student interns at Cornell University, but we also work with other colleges and universities in New York. We open the intern position to all qualified students and prefer students in an engineering curriculum, particularly the civil engineering field.

We encourage municipalities to recruit local qualified students for the position. These local college students have been

found to take a sense of ownership in completing the project.

Students not recruited directly by the municipality need to submit a resume to Geoff Scott, P.E., Technical Assistance Engineer with the NYSLTAP - CLRP at grs78@cornell.edu. Interviews will be held through the Cornell Engineering Career Services in March 2023 or directly by NYSLTAP-CLRP. The NYSLTAP - CLRP will match up students and municipalities as soon as possible after interviews.

How do we join?



To participate we suggest you review the [goals and municipal requirements](#), call or email for more information. If you agree to meet the requirements of the project, please send a letter of intent, on municipal letterhead, stating your understanding of the requirements and your commitment to the project for the summer of 2024.

All necessary paperwork must be provided by May 1st, 2024

What does it cost?



The student intern is actually hired by the municipality and we recommend a wage between \$15-18 per hour for a minimum of 10 weeks. Also, there is some costs for the training here in Ithaca. NYSLTAP-CLRP charges \$60 for the training, but this includes both the student and the municipal representative. A copy of the CAMP-RS software needed in the development of the pavement management plan is provided as part of the training. The software alone is normally \$90!

Total cost for participation in the NYSLTAP-CLRP CAMP summer intern project for 2024 including intern wages and training here in Ithaca will cost between \$6,600 and \$7,900 depending upon the wage paid to the student. Please let us know what wage you can offer and realize that in some parts of the state a higher wage may be needed for the intern to be able to afford to live in the area.

Agencies typically cover the travel and housing costs of the intern during training only.

When do we sign up?



Participation will be on a first come first serve basis. We already have some municipalities signed up and space is limited to 16 municipalities, so the sooner the better. We will be reaching out to everyone who has already expressed an interest and will be making confirmations of who is in the project in early January, 2024. We will be accepting municipal letters until March 1, 2024; however, in previous years we reached our limit well before then. So plan ahead.

How does training work?



Training is held in Riley Robb Hall on the Cornell campus. Students are required to participate for 3 days of training to learn about roadway structure, failure mechanisms and common roadway distresses and how to address them. Municipal employees participate all day on Wednesday covering pavement management, distress identification and repair techniques. Municipal employees and interns work together to learn and share information. The final day of training is cost development and reviewed for all in the morning. In the afternoon of day 3, interns learn to prepare them and allow for additional questions.

The cost of the training is typically covered by the agency which included housing and travel. Training will be held from May 21st - May 23rd. A light breakfast and lunch are provided. If any participants have any dietary needs please let us know.

Training will require a laptop to practice with the software.

Who do we contact?



Geoffrey Scott, PE
607-255-2806
grs78@cornell.edu

or

Barbara Lockwood
607-255-8033
clrp@cornell.edu

Responsibilities of Participants

New York State LTAP Center - Cornell Local Roads Program

NYSLTAP-CLRP coordinates the intern project via the following activities:

- △ Helps recruit qualified students for each participating municipality
- △ Trains students and the municipal employees to use the CAMP software
- △ Provides support

The Municipality

The municipality has the following responsibilities in the project:

- △ Provide an employee familiar with the roads and the highway department's methods of maintaining the roads to help the student tailor the software to the municipality and to update the system after the student leaves
- △ Send an employee to 1 1/2 days of training at Cornell for \$60 plus travel expenses (a laptop computer is required for use during training - Windows XP or newer with a minimum of 1GB of RAM)
- △ Hires the student at a wage of \$15-\$18 per hour (depending on the municipality), for a minimum of 10 weeks
- △ It is recommended that the municipality pay the student and cover travel and housing expenses during training week
- △ Provides a vehicle for the student
- △ Provides a computer to run the CAMP Pavement Management software
- △ Complete a report to the New York State LTAP Center - Cornell Local Roads Program evaluating their experience

Student Interns

Student interns are responsible for the following activities:

- △ Attend three days of training at Cornell University in May
- △ Collect road inventory and condition surveys
- △ Determine repair alternatives and associated unit costs
- △ Generate a prioritized listing of road repairs using the software
- △ Create a five-year plan using prioritized listings
- △ Instruct a municipal employee on how to update the software
- △ Help the highway department in other roles as time permits
- △ Complete an evaluation report to the New York State LTAP Center - Cornell Local Roads Program to suggest improvements to the program and summarize their experience
- △ Student Interns are hired by the municipality and are subject to any rules or procedures of the municipality. Hours of employment are the same as the hours of any other summer employee of the department whether the agency works a five-day or four-day work week during the summer.
- △ Interns must possess a valid drivers license

CAMP-RS software

Cornell Asset Management Program (CAMP) software is now available for \$90!

- △ [Order form](#) (pdf)
- △ [Manual](#) (pdf)

January 27, 2024

Re 1/31/2024

To the Bergen Town Board

My name is Dave Mason and I would like to take this opportunity to petition the town board for an appointment to the Town of Bergen planning board. I feel that my extensive career in the building trades in conjunction with several years of service as a building and code enforcement officer have prepared me to effectively and competently execute the responsibilities of this position.

I am a longtime resident of the Bergen community and as such have a vested interest in aiding with the responsible development of our township. It is my belief that with teamwork, consistency, and thorough policy review we can ensure positive and sustainable growth.

I am happy to make myself available to answer any questions you may have as you work through the vetting process and look forward to further serving my community.

I thank you for your consideration and look forward to speaking with you soon.

Sincerely,

A handwritten signature in cursive script, appearing to read "David Mason". The signature is written in black ink and is positioned below the word "Sincerely,".

David Mason
7229 Warboys Rd.
Bergen, NY 14416
(585) 370-8739

RESOLUTION NO. _____

WHEREAS, The Town Board of the Town of Bergen engaged the services of Local Government Support Services to perform the checklist review of the 2023 records of the Town Justices; and

WHEREAS, the review was completed on January 31, 2024 and the Town Board of the Town of Bergen has had the opportunity to review the checklist and findings.

NOW THEREFORE BE RESOLVED:

Sec. 1. That the Town Board of the Town of Bergen hereby accepts the 2024 Justice Court checklist review dated January 31, 2024 by Local Government Support Services.

Sec. 2. That the Records have been duly examined and that the fines therein collected have been turned over to the proper officials of the Town of Bergen as required by law.

Sec. 3. That the report will be filed with the NYS Office of Court Administration

MOTION for adoption of this resolution by:

Seconded by

VOTE BY ROLL CALL AND RECORD

Councilperson Ely

Councilperson Grant

Councilperson Starowitz

Councilperson Swanson

Supervisor Haywood

RESOLUTION NO.

Award Truck Purchase to Genesee Valley Ford

WHEREAS, the Highway Superintendent has secured three quotes for the purchase of a 2024 Ford F250 Super Cab:

Genesee Valley Ford	\$49,200.00
Van Bortel Ford	\$49,253.47
West Herr Ford	\$51,179.43; and

WHEREAS, the Highway Superintendent recommends the purchase be made from the low bidder Genesee Valley Ford.

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Bergen hereby awards the 2024 Ford F250 Super Cab truck bid to Genesee Valley Ford for the quoted price of \$49,200.

MOTION for adoption of this resolution

Seconded by

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely

 Councilperson Grant

Councilperson Starowitz

Councilman Swanson

Supervisor Haywood

Submitted – February 13, 2024

RESOLUTION NO. _____

WHEREAS: Highway Superintendent Joel Pocock has appointed Michael Johnson as Deputy Highway Superintendent; and

WHEREAS: Superintendent Pocock requests an hourly wage be paid to Deputy Johnson for administrative assistance outside of the duties of Deputy Highway Superintendent.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Bergen Town Board approves an hourly rate of \$21.32 for administrative work for Deputy Johnson outside of the duties of Deputy Highway Superintendent.

Sec 2. That these additional wages will be paid from the A5010.13.

MOTION for adoption of this resolution by:

Seconded by:

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely
Councilperson Grant
Councilperson Swanson
Councilwoman Starowitz
Councilperson Swanson
Supervisor Haywood

Submitted – February 13, 2024

RESOLUTION NO. _____

Approve 2023/2024 Municipal Snow and Ice Agreement
and Supplemental Agreement Number 3

NOW, THEREFORE, BE IT RESOLVED:

- Sec. 1. That the Bergen Town Board hereby approves the 2023/2024 Municipal Snow and Ice Agreement and Supplemental Agreement Number 3.
- Sec 2. That the Supervisor is authorized to sign the agreements.

MOTION for adoption of this resolution by:

Seconded by:

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Ely
Councilperson Grant
Councilperson Swanson
Councilperson Starowitz
Supervisor Haywood

Submitted – February 13, 2024