

Town Board Meeting
Town of Bergen
July 21th, 2026
Town Hall- 10 Hunter Street, Bergen New York
Agenda

I. Audit of 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. Public Hearing:

7:00 pm Public Hearing -. For the Purpose of Amending Chapter 137 of the Bergen Town Code Parks, Nature Centers, Recreation Areas of the Bergen Town Code and for the establishment of Town of Bergen Rules and Regulations for Robins Brook Park, Drew's Nature Center and the West Shore Recreation Area. (1)

III. Privilege of the Floor:

IV.. Approval of meeting Minutes for: 6/16/2026 regular meeting. (2)

V. Communications included with this agenda:

1. Supervisor Report for June 2026 (3)
2. Financial Statements for June 2026 (4)
3. Town Clerks Report for June 2026 (5)
4. ZEO/CEO Report for June 2026 (6)
5. Mercy EMS report for May.2026(7)

VI. Members' items for addition to the agenda

VII. Reports:

Supervisor

Clerk

Board Members

Highway - Septic Tank at Library Bldg.

Committees

-Building, Grounds, and Facilities (cemeteries):

- Update on Roof repairs at Library Building and Gutter Replacement at Museum- Mark S.
- New Conference Room in Court Room
- Air Handler Bids for Town Hall
- Building Committee Meeting on 6/23/2026

-Parks: - Robins Brook Park-

- Bathroom Update
- Request for Parks Committee meeting and appointing new members if interested.

- Drew's Nature Center

- Boot Brush Survey- WNY Prism
- Invasive Species Survey- WNY Prism- July 29-30 rain date August 21
- Soil and Water Grant- Update- awaiting DEC/Army Corp. permits

-Local History & Museum:

-Policy and Personnel:

-Battery Energy Storage System and Data/ Cryptocurrency Facilities Work Group: Workgroup Meeting 7/16/2026

VIII. Old Business:

- 250-year celebrations- wrap up- Karen E.
- Update on traffic safety – Apple Tree Ave.
- Follow up from last board meeting-
 - Joint Town/Village Meeting on 8/18/2026

- Opportunity presented to board members to meet twice a month to assure board members have all information-

IX. New Business:

1. Discussions

2. Resolutions

- SEORA Determination- Local Law ___Amending Chapter 137 of the Bergen Town Code Parks, Nature Centers, Recreation Areas.(8)
- Adopting Local Law 5 of 2026 Amending Chapter 137 of the Bergen Town Code Parks, Nature Centers, Recreation Areas of the Bergen Town code and for the establishment of Town of Bergen Rules and Regulations for Robins Brook Park, Drew's Nature Center and the West Shore Recreation Area.(9)
- Approving Goals and Policies for Battery Storage Systems. 10)
- Animal Shelter Donations (11)
- Awarding contract for replacement of Air Handler Units at Town Hall.(12)

3. Actions/Motions

- Set Joint meetings of Village Board and Town Board of Bergen on 8/18/2026 at 7 pm.
- Approval of bid and awarding contract for the installation of the roof for the new bathroom (labor only) at Robins Brook Park
- Authorizing the Supervisor to engage Coughlin and Gerhart LLP Attorneys for General Labor and Employment Law Consulting. (13)
- Hiring of Temporary Inventory Clerk at rate of \$20.00 per hour for up to 620 hours to work from 8/17/26-1/31/2027.
- Authorization for Town Supervisor to engage Alicia A. Jettner d/b/a Jettner Information Systems for Record Retention Consultation Services in the amount of \$6,400.00.(14)
- Approval of Town of Bergen Rules and Regulations Robins Brook Park, Drew's Nature Center and West Shore Recreation Area .(15)
- Action to file Town Clerks Report for June 2026
- Action to file Supervisor's Reports for June 2026
- Approval of Budget Transfers if presented.
- Approval of paying bills and authorizing the bookkeeper to transfer funds necessary to the checking account to pay the bills.

XI. Executive Session

XII. Meeting and Other Upcoming Dates

- Joint Town/ Village Board Meeting: August ,18 2026-- 6:45 audit of bills, 7 pm Town Board meeting

XIII. Adjournment

PLEASE TAKE NOTICE: The Town Board of the Town of Bergen has scheduled a Public Hearing at the Bergen Town Hall, 10 Hunter Street, Bergen, NY on Tuesday, July 21, 2026 at 7:00 pm to hear all persons regarding amending Chapter 137 Parks, Nature Centers, Recreation Areas for the purposed clarifying of certain language and regulations.

The full text of the proposed Local Law is available on the Town website at townofbergenny.gov and at the Town Clerk's office, 10 Hunter Street, during regular business hours.

The Bergen Town Board convened in a regular session at 6:45 pm audit of the bills; The Town Board Meeting convened in a regular session in the Town Hall with Supervisor Haywood presiding at 7:00 pm.

PRESENT:

Supervisor Ernie Haywood
Councilperson Belinda Grant
Councilperson Karen Ely
Councilperson Mark Swanson
Councilperson Cindy Anderson

ALSO PRESENT:

Teresa Robinson, Town Clerk
Joel Pocock, Highway Superintendent

ABSENT:

OTHER ATTENDENCE: Jim MacConnell, Jamie Charters, Mike Stuart, Frank Strock, Deborah Godlove, Nancy Roche, Ruth Morse, Deborah Godlove, Gina Pestillo.

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:

PUBLIC HEARING: 7:00 pm Public Hearing – Proposed Local Law 4 of 2026 Amending Chapter 475 of the Bergen Town Code to allow Comfort Care as accessory to an existing religious institution in Residential – Agricultural RA-40 Zones upon the issuance of a special use permit. Councilperson Swanson made a motion to open the Public Hearing; seconded by Councilperson Anderson.

Ayes: Haywood, Grant, Ely, Swanson, Anderson
Nays: None

Councilperson Swanson made a motion to close the Public Hearing at 7:35 pm; seconded by Councilperson Anderson.

Ayes: Haywood, Grant, Ely, Swanson, Anderson
Nays: None

PRIVILEGE OF THE FLOOR: The following attendees spoke on behalf of the proposed Comfort Care Home: Jim MacConnell, Frank Strock, Jamie Charters, Deborah Godlove, Gina Pestillo.

APPROVAL OF MINUTES FOR: Councilperson Ely made a motion to approve the Town Board Minutes of 5/19/2026 with the amendment of Deputy Supervisor Grant presiding; seconded by Councilperson Swanson.

Ayes: Haywood, Grant, Ely, Swanson, Anderson
Nays: None
Abstained:

APPROVED by: Unanimous vote (5-0)

COMMUNICATIONS/INFORMATION included with this agenda:

1. Supervisor Report for May 2026
2. Financial Statements for May 2026
3. Town Clerks Report for May 2026
4. ZEO/CEO Report for May 2026
5. Mercy EMS report for April 2026
6. Thank you to the BBCA

BOARD MEMBERS' ITEMS FOR THE AGENDA:

- The American Legion is asking for \$680.00 for the flowers & flags for the Cemetery.
- Resolution for the Comprehensive Plan
- Request for the Deputy Town Clerk, Planning & Zoning Chairpersons, Assessor, and Code Enforcement Officer to attend Board Meetings.

REPORTS:

SUPERVISOR:

Meetings:

- 5/18/26- Joel, Belinda, Teresa and I met with attorneys to better understand Labor Laws.
- 5/28/26- I attended the day long Genesee Finger Lakes – Spring Local Governmental Workshop at Genesee Community College. The information presented was very informative and timely as we look at proposed Battery Energy Storage System Law.
- 5/27/26- I attended Genesee County Chamber of Commerce Business after hours tour at the Firing Pin.
- 4/30/26- Joel, Vince, Teresa and I met with our Architect and a representative from Thompson build to discuss the renovations to add a court conference room at the town hall.

Activities and Updates:

- Robins Brook Park- Bathroom: BOCES was able to install some of the roof rafters this month. If time allows prior to the end of the BOCES school year, they will install the rest of the roof rafters and roof.
- Drew's Nature Center: Throughout the month additional information was provided to the Genesee County Soil and Water District so they could complete and follow up on our application to both the NYS Dept. of Environmental Conservation and the Army Corp of Engineers for permits for BOCES students to complete the proposed improvements at the Drew's Nature Center. We are awaiting approval from both agencies to proceed.
- Stone Church – Comfort Care Proposal: I have had conversations with Frand Strock from Comfort Care regarding the proposed comfort care home at Stone Church. The conversations centered around assuring the language in the proposed zoning law revision was adequate.
- Mortgage Tax Revenue: The Town received first of two 2026 Mortgage tax payments this month. The amount was higher than in the past several years. Specifically, in 2023 our first payment was \$12,518, in 2024 it was \$14,490, in 2025 it was \$14,531 and for this year it was \$24,413.

- Battery Energy Storage System (BESS) and Data/Cryptocurrency Facilities: In preparation for the development of our own laws, have reviewed laws Battery Energy Storage Systems (BESS) and Data/Cryptocurrency Facilities laws from the Towns of Sweden, and Massena as well as from the NYS Energy Research and Development Agency (NYSERDA). I anticipate having a sample law for both the BESS and Data/Cryptocurrency Facilities to present to a committee for consideration. I will be discussing with the board the membership on a committee to work on drafted both laws for the Town Boards consideration. I would recommend including, our CEO/ZEO, Planning Board Chair, Zoning Board Chair, Leisa Starbel, my assistant, a community member who has expressed interest (Kelly Hallenbeck) and a board member. The moratoriums that were passed last month will expire in nine months at which time we will have to have our laws in place.
 - Town Hall HVAC units: The two HVAC units at the town hall are on their “last legs”. We have authorized repairs to get the air conditioner operational this month. I have also requested a quote and am working on a request for bid for the replacement of the two HVAC units with Heat Pumps. I have also had an inquiry into the Village Electric service to see if we could get any rebates on installing more energy efficient units. As the town hall is in the Village Electric’s Franchise area we do not qualify for an RG&E rebate.
 - Fire Department MOU for Future Lease: I received and reviewed the Fire Department’s comments and proposed changes to the Memorandum of Understanding (MOU) between the Town and Fire Department that sets forth the principal terms to be incorporated into a new lease agreement commencing on 1/1/2029. The MOU covers principal/key terms and as such the remaining provisions, not covered in the MOU, are subject to future negotiations as well.
- Respectfully Submitted

Ernie Haywood, Supervisor

Town of Bergen

TOWN CLERK:

- Attended the meetings as Supervisor Haywood discussed
- Working on cleaning out some old files – keeping them but re organizing.
- Purchased the new AED pads in the townhall
- Set up a system to inventory and replace items as needed for housekeeping.
- Set up the email address for the 250th photo contest

BOARD MEMBERS: Nothing to Report

HIGHWAY:

- Working on crack sealing roads
- Waiting on contractor to repair the library roof – Councilperson Swanson will reach out to contractor.
- Robins Brook bathroom – septic has been completed. Thompson Builds will be working on the concrete within the next couple weeks.
- BOCES teachers will be coming out to finish the roof on the bathroom.

- Working on the library plumbing, A.D. Call & Sons came out to check the sewer tank and found the inlet/outlet on the sewer tank are at the same level causing the back up.

COMMITTEES:

Buildings, Grounds, Facilities (Cemeteries) and Parks:
Discussed prior

Parks: Discussed prior

Local History & Museum: Nothing to report

Policy and Personnel: Nothing to report

OLD BUSINESS:

250 Year Celebration – Kick off for the photo contest has started and the photos are due by June 27, 2026.

NEW BUSINESS:

1. Discussions:

Guidance Reference Document for Town Board, Planning Board, Zoning Board of Appeal Officials.

Battery Energy Storage Facilities, and Data Cryptocurrency Facilities – proposal Local Law Committee Membership – Councilperson Swanson has volunteered for the committee.

Proposed Parks, Nature Centers, Recreations Areas Code and Rules – A Public Hearing will be held at the next board meeting, July 21, 2026.

Request from Senator Borrello for a resolution in support of the Constitution Pipeline Project

2. RESOLUTIONS

RESOLUTION 27-2026 Authorizing Public Hearing on Local Law 6
of 2026 Amending Chapter 137 Parks, Nature Centers, Recreation Areas
of the Bergen Town Code

WHEREAS, the Bergen Town Board is desirous of amending Chapter 137 Parks, Nature Centers, Recreation Areas of the Bergen Town Code for the purposed of clarifying certain language and regulations.

WHEREAS, the Bergen Town Board is required to hold a Public Hearing on the proposed amendments prior to the passage of this Local Law.

NOW THEREFORE BE IT RESOLVED:

Sec. 1. That the Bergen Town Board calls a Public Hearing to hear all persons for or against the Adoption of Local Law 6 of 2026 amending Chapter 137 Parks, Nature Centers, Recreation Areas on Tuesday, July 21, 2026 at 7:00 pm at the Bergen Town Hall, 10 Hunter Street, Bergen, New York.

Sec. 2. That the Bergen Town Clerk is directed to advertise this hearing in the official newspaper of the Town in accordance with Town Law §131.

Sec. 3. That this Resolution shall take effect immediately.

Motion for adoption: Councilperson Grant

Second: Councilperson Ely

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Anderson - AYE

Councilperson Ely - AYE

Deputy Supervisor Grant - AYE

Councilperson Swanson - AYE

Supervisor Haywood - AYE

Submitted June 16, 2026

- WHEREAS, the Bergen Town Board has determined that it is in the best interests of the Town of Bergen to amend Chapter 475 Zoning of the Bergen Town Code; and
- WHEREAS, a duly advertised Public Hearing was held by the Town Board at the Town Hall, 10 Hunter Street, Bergen on June 16, 2026 at 7 pm to hear all persons interested in the adoption of Local Law No. 5 of 2026 Amending Chapter 475 of the Bergen Town Code; and
- WHEREAS, all persons desiring to be heard were heard and due deliberation having been had.

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. That Chapter 475 Zoning of the Bergen Town Code be amended as follows:

Section 5 Definitions

Add "Comfort Care Services: A facility specialized for supportive care designed to improve the quality of life for patients with serious or terminal illnesses by focusing on pain management, symptom relief, and emotional support."

Section 32 B. The following uses are permitted in Residential-Agricultural RA-40 Zones upon issuance of a special use permit:

Add "(14) Comfort Care Services as accessory to an existing Religious institution."

Sec. 2. That the Town Board of the Town of Bergen hereby adopts Local Law No. 5 of 2026 Amending Chapter 475 Zoning of the Bergen Town Code.

Sec. 3. That the Town Clerk is authorized and directed to file a complete copy of Local Law No. 5 of 2026 with the Secretary of State, as required by law.

Sec. 4. That this resolution shall take effect immediately.

Motion for adoption: Councilperson Anderson

Second: Councilperson Grant

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Anderson - AYE

Councilperson Ely - NAY

Deputy Supervisor Grant - AYE

Councilperson Swanson - AYE

Supervisor Haywood - AYE

Submitted June 16, 2026

WHEREAS, Registered Architect David Strabel has prepared specifications for work pertaining to the replacement of air handling units at the Bergen Town Hall.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Bergen Town Board hereby authorizes the bidding of the air handling units as per specifications prepared by the Architect.

Sec. 2. That a Bid Date will be established in the Bid Notice.

Sec. 3. That the Bid Notice will be advertised as required by law.

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: Councilperson Grant

Seconded by: Councilperson Anderson

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Anderson - AYE

Councilperson Ely - AYE

Councilperson Grant - AYE

Councilman Swanson - AYE

Supervisor Haywood - AYE

Submitted – June 16, 2026

WHEREAS: the New York State Department of State (NYSDOS) is offering grant funding for communities to Complete Smart Growth Comprehensive Plans as part of the 2026 Regional Economic Development Council Consolidated Funding Application (CFA); and

WHEREAS: a Comprehensive Plan is a short and long-term planning document that sets forth land use policies that express a vision for the future as well as goals and actions to achieve that vision; and

WHEREAS: a Comprehensive Plan includes a strong public participation process to develop public consensus on a Vision for the future through community visioning, public meetings and workshops; and

WHEREAS: the grant requires a 15% match of which half would come from the Town.

NOW THEREFORE, BE IT RESOLVED: That the Town of Bergen Board does hereby enthusiastically support the submission of a 2026 CFA application for the Smart Growth Planning Program.

Motion for adoption: Councilperson Ely

Second: Councilperson Grant

VOTE BY ROLL CALL AND RECORD:

Councilperson Anderson - AYE

Councilperson Ely - AYE

Councilperson Grant - AYE

Councilman Swanson - AYE

Supervisor Haywood - AYE

Submitted – June 16, 2026

3. Action/Motion Items:

- Approval for permit of the Affordable Great Locations Mobile Home Park.

Councilperson Grant made a Motion to Approve the Affordable Great Locations Mobile Home Park; seconded by Councilperson Anderson.

AYES: Haywood, Grant, Ely, Swanson, Anderson

NAYS:

Approved by Vote (5-0)

- Approval of the Town of Bergen Guidance Reference Document for Town Board, Planning Board, Zoning Board of Appeals for dissemination to all members of said Board.

Councilperson Grant made a Motion to Approve the Town of Bergen Guidance Reference Document for Town Board, Planning Board, Zoning Board of Appeals for dissemination to all members of said Board; seconded by Councilperson Ely.

AYES: Haywood, Grant, Ely, Swanson, Anderson

NAYS:

Approved by Vote (5-0)

- Authorize the Supervisor to execute the Memorandum of Understanding (MOU) between the Town and Bergen Fire Dept. to set forth the principal terms to be incorporated into a new lease commencing on 1/1/2029. The remaining provision of the existing lease, not addressed on the MOU, shall remain subject to negotiations and inclusion in the new lease. Councilperson Grant made a Motion to Authorize the Supervisor to execute the Memorandum of Understanding (MOU) between the Town and Bergen Fire Dept. to set forth the principal terms to be incorporated into a new lease commencing on 1/1/2029. The remaining provision of the existing lease, not addressed on the MOU, shall remain subject to negotiations and inclusion in the new lease; seconded by Councilperson Anderson.

AYES: Haywood, Grant, Ely, Swanson, Anderson

NAYS:

Approved by Vote (5-0)

Motion to file the Town Clerk's Report for May 2026. Councilperson Anderson made a Motion to file the Clerks Feb. 2026 report; seconded by Councilperson Grant.

AYES: Haywood, Grant, Ely, Swanson, Anderson

NAYS:

Approved by Vote (5-0)

Motion to File the Supervisor's May 2026 report. Councilperson Swanson made a Motion to file the Supervisor's Feb. 2026 report; seconded by Councilperson Anderson.

AYES: Haywood, Grant, Ely, Swanson, Anderson

NAYS:

Approved by Vote (5-0)

Motion to approve the request of Sackett-Merrill-White; American Legion Post 575 to purchase/pay for the grave flags and flowers for Memorial Day in the amount of \$ 680.00.

Councilperson Grant made a motion to approve the request of Sackett-Merrill-White; American Legion Post 575 to purchase/pay for the grave flags and flowers for Memorial Day in the amount of \$ 680.00; seconded by Councilperson Anderson.

AYES: Haywood, Grant, Ely, Swanson, Anderson

NAYS:

Approved by Vote (5-0)

Approval to pay bills and authorize the bookkeeper to transfer funds necessary to the checking account to pay the bills.

Approval to pay the bills and authorizing the board to pay the bills and authorizing the bookkeeper to transfer of funds necessary to the checking account to pay the bills: The bills were presented for audit and totaled \$ 189,745.24; General A Fund \$ 57,954.15; General B \$ 6,033.29; Highway DA \$ 120,287.08; Highway DB \$ 5,470.72

Councilperson Swanson made a motion to pay the bills; seconded by Councilperson Ely.

AYES: Haywood, Grant, Ely, Swanson, Anderson

NAYS:

Approved by Vote (5-0)

MEETING AND OTHER UPCOMING DATES – Upcoming Regular Town Board Meeting July 21, 2026 at 7:00 pm; 6:45 audit of the bills.

—
ADJOURNMENT Was at 9:10 pm on a motion made by Councilperson Grant; seconded by Councilperson Ely.

AYES: Haywood, Grant, Ely, Swanson, Anderson

NAYS:

Approved by Vote (5-0)

Respectfully submitted

Teresa Robinson

Teresa Robinson, Town Clerk

TOWN OF BERGEN

* ESTABLISHED APRIL 2, 1813 *

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SUPERVISOR
ERNEST HAYWOOD

COUNCILPERSONS
BELINDA GRANT, DEPUTY SUPERVISOR
CINDY ANDERSON
MARK SWANSON
KAREN E. ELY

SUPERINTENDENT OF HIGHWAYS
JOEL POCOCK

TOWN CLERK/TAX COLLECTOR
TERESA ROBINSON

JUSTICES
ROBERT SWAPCEINSKI
VINCENT PULCINI

ZONING & CODE ENFORCEMENT OFFICER
GERALD WOOD

ASSESSOR
RHONDA SAULSBURY



SUPERVISORS REPORT FOR JUNE-JULY 2026

MEETINGS:

- **6/22/26- Nortera Ammonia Release Debriefing Meeting:** At my request the mayor hosted a meeting with the Village Mayor, Administrator, Timothy Yaeger, Director and Gary Patnode, Deputy Director of Genesee County Emergency Management, and Gary Dean from the Fire Department. We debriefed the events and actions of the day and discussed options for notification of residents. The County is looking into a notification system (iPause) that may be available in the future. With this system a notification goes out to all cell phone numbers within the designated area. Overall, the handling of the event was within standard protocols, and the Bergen Fire Dept. did an amazing job. The request to "shelter in place" was out of an abundant of precaution. On a related matter I received some correspondence from DEC notifying the Public of the June 17 Ammonia Spill at Nortera Foods Facility. The report noted DEC responded to the incident and that "the release was stopped, and it was determined that no cleanup was necessary under DEC oversight. DEC also concluded in their communication is that "there is no known threat to drinking water". A follow-up meeting with Nortera is scheduled for 7/17.
- **6/23/26 Building Committee Meeting:** I facilitated the Building Committee meeting. In attendance were me, Teresa, Joel, Dave the Town Architect and Joe Nenni. We discussed the construction of the conference room within the court, the Robins Brook Bathroom, Proposed renovations to the town hall for security and storage, Bids for Air Handling Units, and renovations for the records room on the second floor of the Library Building.
- **7/16/2026 Data Energy Storage Systems and Data/Cryptocurrency Facilities local law Workgroup:** Workgroup members include Gary Dean from the Fire Department; Kelly Hallenback, community member; Mark Swanson, Board Representative; Gerry Wood, CEO/ZEO; Paul Cooper, Zoning Board Chair, Gary Fink, Planning Board Chair.; Leisa Strabel, Confidential Secretary to the supervisor; Teresa Robinson, Town Clerk; Shawn Logue, MRB the Town's Engineering firm and myself. The group met to review draft Goals and Policy resolution on Battery Energy Storage System for the Town Board to consider and reviewed the draft local laws for Battery Energy Storage Systems and Data/Cryptocurrency Facilities. The workgroup will continue to meet until they have finalized proposed local laws to present to the town board.

Activities and Updates:

- **Robins Brook Park- Bathroom:** I reached out to Colby Ayers, the representative of the rugby team, to ask for the rugby team's help with the installation of the roof (labor only as we have the material) for bathroom. Colby indicated the group might be able to help with the roof and siding if needed. I connected Colby with Joel to further discuss and coordinate the volunteering. In case the Rugby Team cannot complete the work, I have gone out to bid for the installation of the roof.
- **Drew's Nature Center- Improvements:**
 - a) **BOCES Student Work/County Soil and Water Grant:** We continue to wait for permits from the NYS Dept. of Environmental Conservation and the Army Corp of Engineers for permits, so the BOCES students complete the proposed improvements at the Drew's Nature Center.

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.

- b) Invasive Species Survey: The Partnership for Western New York Regional Invasive Species Management (WNY- PRISM)- Through the State University of Buffalo, scheduled a general invasive species inventory survey for July 29-30th with a rain date for 8/21. Their inventory and recommendations will assist the Town in developing plan to address.
- c) Boot Brush Survey: Several years ago, WNY PRISM provided boot brushes for visitors to clean their shoes/boots off prior to entering the Drew's Nature Center- this was done to prevent the introduction of unwanted invasive species. Over the next month or so this group will be conducting a survey of the boot brushes to clean and document any invasive species present.
- NYS Dept. of Taxation 2026 Equalization Rate: The Town received notification from the NYS Dept. of Taxation that the Town maintained its 2026 equalization rate at 100%. In order to achieve this, the assessor raised overall assessments by 13.32%.
- County Voluntary Contribution: We have received notice the full legislature will be voting on providing municipalities with a voluntary contribution payment. At the time the County froze sales tax revenue distributed to towns and villages to the 2018 level, the county did say they would evaluate every year to see if they could share more of the sales tax revenue. The County, if approved, will provide a contribution to the town of \$60,497.00.
- Battery Energy Storage System (BESS) and Data/Cryptocurrency Facilities: Throughout the month I recruited members, set up the first meeting and sent out several documents to members of the workgroup charged with recommending local laws. Leisa has also prepared the resolution necessary that outlines the goals and policies of the town for Battery Energy Storage Systems that will be presented to the board. Leisa and I also prepared final drafts for both the Battery Energy Storage Systems and Data/Cryptocurrency Facilities to present to a committee for consideration.
- Town Hall HVAC units: We prepared and sent out requests for quotes to replace the two Air Handler units at the town hall. Bids were due on 7/13. I also forwarded the specifications to the Fire Department as our landlords they needed to be aware of all renovations. /Improvements.
- Town Hall -Court Conference Room: Work began and will soon be completed in the Court Room Conference room.
- Town Budget for 2027: Leisa and I continue to work on the 2027 Town budget. Later this month all department heads and board members (for committees) will receive their 2027 budget request forms to complete.
- County Survey on County wide Assessment and Code Enforcement: I received some correspondence from Genesee County regarding their collection of information for a collaborative study they have engaged a firm (Laberge Group) to complete in regard to the interest municipalities to review, evaluate and document existing code enforcement processes and to identify opportunities to improve effectiveness and efficiencies through shared services. I will be working to provide the information they have requested over the next month.
- Public Water Request: As shared with the board, I have been communicating with Patricia Chupp, who recently had a parcel sub-divided on West Bergen Road and was told she could not have public water. The property is in Water District 2 and is in an Agricultural District. Upon research I confirmed and shared with her that currently given the property being enrolled in an agricultural district she cannot hook up to public water and I provided her options for pursuing connection.
- Joint Comprehensive Planning Grant: Throughout the month I have provided information and worked with La Bella, the firm engaged in assisting in the submission of a grant application for funds to update the Joint Town and Village Comprehensive Plan. I have requested several letters of support from elected officials, community organizations and businesses. The application is due by the end of the month and is a resubmission of the grant application, with updates that we submitted last year to NYS.
- Update on Appletree Ave. The last report from the Village regarding improvements in traffic at Routes 19 and 31, by making Appletree Ave. a one-way road, was that the Village was looking to hire a firm to complete a traffic study. Last week I was advised by the Village Mayor that they have not found a low-cost option for study and that he thinks "I do not think we would move forward with a one-way option at this point given the input I've received".

Follow up to Last Board Meeting:

- Town and Village Joint Board Meeting: - In follow up with Councilperson Ely's request. I reached out to the mayor and provided a draft agenda for a joint Town and Village Board meeting. The mayor was in agreement with a joint meeting and the agenda. Subsequently a meeting was set for 8/18 at the Town Hall. I have invited the Fire Department and Christian

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.

Yunker, chair of the County Legislature to attend and provide updates. The Mayor and I will also provide updates to both boards and we will conduct our full meeting.

- Follow up to last Board Meeting-additional engagement opportunities: In follow up to the last board meeting and the request of Councilpersons Swanson and Ely, I offered to set up a board workshop of 7/14 to discuss any issue the board felt they needed more information on. As I only heard from one board member, who didn't feel the need to meet, I didn't set that meeting up. I again make the offer to meet anytime with any board member to provide information and clarification on any issue. In addition, in follow up to Councilperson Swansons request I have forwarded to him communications regarding all building projects occurring or planned and set up a building committee meeting this month to be sure that all related information is communicated openly and clearly.

ERNIE HAYWOOD, SUPERVISOR
TOWN OF BERGEN

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.

(5)

Account#	Account Description	Fee Description	Qty	Local Share
	Marriage License	Marriage License	1	17.50
		Sub-Total:		\$17.50
A2544	Dog Licensing	Female, Spayed	20	100.00
		Female, Unspayed	2	36.00
		Male, Neutered	14	70.00
		Male, Unneutered	5	90.00
	Late Fees	Late Fees	3	15.00
	Senior Discount	Senior Discount	9	-27.00
		Sub-Total:		\$284.00
B2110	Building & Zoning	Building Permit	6	440.00
		Sub-Total:		\$440.00
B2115	Building & Zoning	Amend. - Minor Subdivision	1	240.00
		Site Plan Review	1	100.00
		Sub-Total:		\$340.00
Total Local Shares Remitted:				\$1,081.50
Amount paid to: N Y State Department Of Health				22.50
Amount paid to: NYS Ag. & Markets for spay/neuter program				55.00
Total State, County & Local Revenues:		\$1,159.00		Total Non-Local Revenues:
				\$77.50

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

Town Clerk

Date

50-264/213 223

Town of Bergen
Town Clerk, Teresa Robinson
P.O. Box 249
Bergen, NY 14416
585 494-1121 ext. 120

DATE 7-8-2026

PAY TO THE ORDER OF Ernst Hagenroth, Supervisor \$ 1081.50

One thousand eighty-one and 50/100 DOLLARS

TOMPKINS

MEMO June 2026

100213026481 8220225173 0223

Securify Feature Details on back

Rec 7/15/2026

(61)

Town of Bergen

Permit Monthly Report

06/01/2026 - 06/29/2026

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
June	2026					
BP-0012-2026	06/03/2026	Gregory Boehly	Res-Deck	7520 Clinton St Rd SBL#: 14.-1-17.112		\$50.00
BP-0013-2026	06/03/2026	Robert Grant	Other	6499 North Lake Rd SBL#: 6.-1-14		\$50.00
BP-0014-2026	06/03/2026	Affordable Great Locations Inc	Res-Acc Structure	7862 Clinton St Rd SBL#: 13.-1-16		\$35.00
BP-0015-2026	06/03/2026	Justine Snow	Res-Generator	5934 West Sweden Rd SBL#: 9.-1-19	\$10,000.00	\$40.00
BP-0016-2026	06/10/2026	Ellen Kirkpatrick	Res-Deck	7263 West Bergen Rd SBL#: 15.-1-11		\$50.00
SD-2024-003	06/24/2026	D.C. Wright, Inc.	Subdivision	7530 Maple Ave SBL#: 16.-1-12		
SD-2024-002	06/24/2026	D.C. Wright, Inc.	Subdivision	7353 Maple Ave SBL#: 17.-1-39		
BP-0017-2026	06/24/2026	barbara Bates	Other	7926 Townline Rd SBL#: 13.-1-9		\$25.00
BP-0018-2026	06/24/2026	Daniel O'Grady	Res-Deck	7162 Lyman Rd SBL#: 16.-1-61		\$50.00
BP-0019-2026	06/24/2026	Daniel Frank	Res-Acc Structure	7035 South Lake Rd SBL#: 13.-1-26.122	\$35,000.00	\$25.00
BP-0020-2026	06/24/2026	Garrett Dean	Res.1-2 Family Dwelling	7751 Dublin Rd SBL#: 14.-1-12.12	\$135,000.00	\$225.00
2026 Total:					\$180,000.00	\$550.00
Reporting Period Total:					\$180,000.00	\$550.00



Genesee County 911
Response Times Report

GEN BERGEN FIRE

Report Date Range from: 5/1/2026 to 5/31/2026

Mercy Flight EMS

Report includes Emergent First On Scene Responses.

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	12.50%	12.50%
13:00 - 13:59	1	2	12.50%	25.00%
15:00 - 15:59	1	3	12.50%	37.50%
16:00 - 16:59	1	4	12.50%	50.00%
18:00 - 18:59	4	8	50.00%	100.00%
Total Calls:	8	8	100%	

Response Zone: GEN BERG 22

15:00 - 15:59	1	1	16.67%	16.67%
18:00 - 18:59	1	2	16.67%	33.33%
19:00 - 19:59	2	4	33.33%	66.67%
23:00 - 23:59	1	5	16.67%	83.33%
24:00 - 24:59	1	6	16.67%	100.00%
Total Calls:	6	6	100%	

Call Source Total Calls: 14

RESOLUTION NO.

SEQRA Determination – Local Law
Amending Chapter 137 Parks, Nature
Centers, Recreation Areas

WHEREAS, the Town Board of the Town of Bergen intends to amend Chapter 137 Parks, Nature Centers, Recreation Areas; and

WHEREAS, such a Local Law is defined by 6 NYCRR §617.5 as a Type II action for which no environmental review is necessary.

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. That the Bergen Town Board does hereby designate the proposed Local Law as a Type II action.

Sec. 2. That this resolution shall take effect immediately.

MOTION for adoption of this resolution

Seconded by

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Anderson

Councilperson Ely

Councilperson Grant

Councilman Swanson

Supervisor Haywood

Submitted – July 21, 2026

RESOLUTION _____

Adopting Local Law ___ of 2026 Amending
Chapter 137 Parks, Nature Centers, Recreation Areas

WHEREAS, the Bergen Town Board has determined that it is in the best interests of the Town of Bergen to amend Chapter 137 Parks, Nature Centers, Recreation Areas; and

WHEREAS, a duly advertised Public Hearing was held by the Town Board at the Town Hall, 10 Hunter Street, Bergen on July 21, 2026 at 7 pm to hear all persons interested in the adoption of Local Law No. ____ of 2026 Amending Chapter 137 Parks, Nature Centers, Recreation Areas of the Bergen Town Code; and

WHEREAS, all persons desiring to be heard were heard and due deliberation having been had.

NOW THEREFORE BE IT RESOLVED:

Sec. 1. That Chapter 137 Parks, Nature Centers, Recreation Areas of the Bergen Town Code be amended as attached.

Sec. 2. That the Town Board of the Town of Bergen hereby adopts Local Law No. ____ of 2026 Amending Chapter 137 Parks, Nature Centers, Recreation Areas of the Bergen Town Code.

Sec. 3 That the Town Clerk is authorized and directed to file a complete copy of Local Law No. ____ of 2026 with the Secretary of State, as required by law.

Sec. 4. That this resolution shall take effect immediately.

Motion for adoption:

Second:

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Anderson

Councilperson Ely

Deputy Supervisor Grant

Councilperson Swanson

Supervisor Haywood

Submitted July 21, 2026

PARKS, NATURE CENTERS, RECREATION AREAS

§ 137-1.	Title.	§ 137-10.	Regulations.
§ 137-2.	Purpose.	§ 137-11.	Traffic rules.
§ 137-3.	Administration; jurisdiction.	§ 137-12.	Parental responsibility.
§ 137-4.	Definitions.	§ 137-13.	Compliance with police or official agency.
§ 137-5.	Hours.	§ 137-14.	Enforcement; appearance tickets
§ 137-6.	Permits.	§ 137-15.	Penalties for offenses; liability for liability.
§ 137-7.	Park lodges and pavilions.		
§ 137-9.	Acts requiring permit.		
§ 137-8.	Camping.		

[HISTORY: Adopted by the Town Board of the Town of Bergen _____]

GENERAL REFERENCES

Town Property- 447.

§ 137-1. Title.

This chapter shall be known as the "Parks, Nature Centers and Recreation Areas Ordinance for the Town of Bergen." This ordinance currently applies to the Robins Brook Park, Drews Nature Center, and Westshore Recreation area. If in the future the Town of Bergen opens additional Parks, Nature Centers, or Recreation Areas this ordinance shall be applicable to these town properties as well.

§ 137-2. Purpose.

The purpose of this chapter shall be to preserve the public peace and good order on lands operated as public parks, nature centers and recreation areas by the Town of Bergen and to contribute to the safety and enjoyment of the users of such property by regulating the hours of use and the use of motorized vehicles and by prohibiting certain activities inimical to customary park, nature center and recreation areas.

§ 137-3. Administration; jurisdiction.

- A. The Town of Bergen is charged with the administration of this chapter and the posting of signs designating parklands within the Town of Bergen.
- B. The rules and regulations set forth herein shall apply to and be in effect in all **parks** under the control, supervision, and jurisdiction of the Town of Bergen.

§ 137-4. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

PARK, NATURE CENTER, RECREATION AREA — The grounds, buildings thereon, waters therein and any other property necessary for the operation thereof and constituting a part thereof which are now or hereafter will be maintained, operated, and controlled by the Town of Bergen for public parks, nature centers, recreation areas purposes. This includes Robins Brook Park, Drew's Nature Center and West Shore Linear Park and any future park, nature center or recreation center the Town of Bergen may establish.

PERSON — Any individual, firm, partnership, corporation or association of persons, and the singular number shall include the plural.

VEHICLE — Every device in, upon or by which a person or property is or may be transported.

§ 137-5. Hours.

The hours of operation are established at the discretion of the Town Board. No person shall be permitted to remain, stop or park within the confines of any park, nature center or recreation area outside the hours designated by the Town of Bergen, except in an emergency or with special permit from the Bergen Town Board, or its designee. In case of an emergency or when, in the judgment of the Bergen Town Board, or its designee, the public interest demands it, any portion of a park may be closed to the public or to designated persons until permission is given to reopen. Nonobservance of this § 137-5 shall constitute a violation.

§ 137-6. Permits.

A. A permit must be obtained from the Bergen Town Clerk for the following uses and activities:

- (1) The use of pavilions, any playing fields or other facilities by groups of more than nine (9) people.
- (2) Vending food and drink (including beer, wine and alcohol but excluding other nonalcoholic beverages).
- (3) Those acts prohibited without a written permit as set forth in § 137-9 of this chapter.
- (4) **Facility Alcohol Beverage Permit as defined and set forth in §137.10.G of this chapter.**

B. Permits shall be issued by the Bergen Town Clerk at the Town of Bergen office.

C. All permit applicants must be 18 years of age or older and 21 years of age or older for alcohol permits. All permits must be signed prior to use of a **park** facility or prior to the activities for which a permit is obtained. The signer of a permit shall be responsible for all damage to park facilities or contents thereof and shall agree to indemnify the Town of Bergen for such damage.

D. All permits issued shall be in writing by the Bergen Town Clerk and shall be subject to **park** rules and regulations. A permit to do any act shall authorize the same only insofar as it may be performed in strict accordance with the written terms and conditions thereof and not in violation of any law, ordinance or rule or regulation governing parks. Any violation of any term or condition thereof or any law or ordinance or rule or regulation governing parks shall constitute grounds for revocation of said permit by the Bergen Town Clerk or Town Supervisor, whose action therein shall be final. No permit for the same purpose shall be issued to those people whose permit has been revoked during the year in which such revocation is made.

- § PARKS, NATURE CENTERS, RECREATION AREAS §
- E. Upon obtaining a permit, the applicant shall pay a permit fee to the Town of Bergen in an amount established by the Town Board of the Town of Bergen. Such fee may vary according to the activity permitted and the facilities used. The Town of Bergen reserves the right to waive fees.
 - F. The Bergen Town Board reserves the right to request a certificate of insurance, naming the Town of Bergen as additional insured, said certificate amount to be determined at the discretion of the Bergen Town Board.

§ 137-7. Pavilions, Playing Fields or Other Park Facilities. The use of pavilions, playing fields, or other facilities for groups of nine (9) or more may only be used upon the obtaining of a permit as provided herein.

- A. Rules and regulations particular to the use of parks, nature centers, recreation areas shall be established by the Town of Bergen and posted within the parks, nature centers, recreation areas. Nonobservance of such rules and regulations shall constitute a violation.
- B. All permits for pavilions, playing fields or other facilities must be obtained at the Bergen Town Clerk's office at least 72 hours prior to use.
- C. Use of pavilions, playing fields or other facilities, for groups of nine (9) or more, not already reserved may be arranged for with the Bergen Town Clerk or an authorized representative of the Town of Bergen on a first come, first served basis, upon payment of a permit fee and issuance of a use slip within the park area.
- D. Use of pavilions, playing fields or other facilities for individuals or groups of less than nine (9) do not require a permit, however they cannot be used if already reserved. If not reserved the pavilions are available on a first come first serve basis.

§ 137-8. Camping.

- A. Camping within parks, nature center or recreational areas is not permitted.

§ 137-9. Acts requiring permit/written permission from the Town of Bergen.

- A. No person shall commit any of the following acts without a written permit from the Town of Bergen:
 - (1) Post or display any sign, banner, or advertisement of any kind within any park, nature center or recreation area.
 - (2) Make any public speech, oration or harangue; hold any public meeting or engage in any marching, drilling or driving as a member of a military, political or other organization; conduct any funeral procession or vehicle containing the body of a deceased person; or use any loudspeaker or other sound-amplifying equipment.
 - (3) Picnic or cook in any area not designated by the Town of Bergen for that purpose or make or kindle any fire, except in places provided therefor, and then subject to such regulations as may be prescribed.
 - (4) Ascend or land with any aircraft, drones, including gliders, drones and parachutes, or engage in stunt flying or parachute landing.
- B. Nonobservance of any part of this § 137-9 shall constitute a violation.

§ 137-10. Regulations.

Nonobservance of the following park, nature center and recreation areas regulations shall constitute a violation:

A. Disorderly Conduct.

- (1) No person shall disturb the peace and good order in any park, nature center or recreation area by fighting, quarreling, or wrangling with loud voices or shouts, threatening by violence to the person or property of others or engaging in riotous clamor or tumult.
- (2) No person shall congregate with others in a public place and refuse to comply with a lawful order of the police or the Bergen Town Board, or any other duly authorized representative of the Town of Bergen (Supervisor, Clerk, Code Enforcement Officer, Highway Superintendent) to disperse or leave the park, nature center or recreation areas.
- (3) No person shall beg, hawk, or peddle, or solicit within any park, nature center or recreation area.
- (4) No person shall play or bet at or against any game which is played, conducted, dealt or carried on with cards, dice or other devices for money, chips, credit or any other representative of value, nor shall any person be allowed to maintain or exhibit any gaming table or other instrument of gambling or gaming.
- (5) No person, except peace officers of the county or other law enforcement officers, shall have or carry any pistol, firearm, switchblade, hunting knife, slingshot, bow and arrow, dagger, metal knuckles or other dangerous weapons concealed or about their person while in the park, nature center or recreation area...
- (6) No person shall use obscene, profane, or abusive language while in the park, nature center or recreation area.
- (7) No person shall appear in a state of nudity or commit, perform, or engage in lewd, lascivious, obscene, illicit, carnal, or indecent act or behavior, and no person shall make any indecent exposure of his or her person.
- (8) No person or group of people shall engage in loitering conduct that will clearly cause an immediate, actual physical violent reaction from any person or person, which violent action will cause a threat to the peace and order of the public. Nor shall any person or group of people engage in such loitering conduct which shall:
 - (a) disturb a person of ordinary sensibilities as to cause such person to react immediately in such a way as to threaten by physical violence the peace and order to the public; or
 - (b) obstruct the free passage of pedestrians at, in or near any bathroom walkway, building, parking lot or vehicle or the free passage of vehicles or the free passage of vehicles at, in or near any building, parking lot or vehicle.
 - (c) Obstruct or interfere with any person lawfully in or enjoying the park, nature center or recreation area.

B. Games Regulated.

- (1) No one shall engage in potentially dangerous games involving thrown or propelled objects, such as footballs, horseshoes, golf balls or similar objects, except in areas designated for such usage and then only subject to such rules as may be prescribed by the Town of Bergen. All games of any description must be conducted in a safe and orderly manner, and no rough or boisterous practice will be allowed. No one shall play games for which a permit or fee is required without first obtaining such permit and paying such fee.

C. Tobogganing and Sledding

- (1) Tobogganing and sledding are permitted within the parks, nature center and recreation areas.

D. Hunting, Fishing, and Disturbing Wildlife.

- (1) No person shall throw any animal or thing into a pond or any of the waters of the park, nature center or recreation area, except that fishing may be permitted in season in certain park waters designated by the Town of Bergen.
- (2) No person shall feed any animal, waterfowl, or fish any food or other substances.
- (3) No person shall kill, injure, or unnecessarily disturb any waterfowl, birds, or animals.
- (4) No person within the confines of a park, nature center or recreation area shall hunt, pursue with dogs, traps or in any other way disturb any wild bird or animal found within the confines of a park, nature center or recreation area or rob or molest any bird nest or take eggs of any bird.
- (5) There shall be no hunting, trapping or carrying firearms, dangerous weapons, etc.
- (6) No person shall fish in any park or recreation area. Fishing is permitted in nature centers.

E. Preservation of Property and Natural Features.

- (1) No person shall injure, deface, disturb, or befoul any part of a park, nature center or recreation area or any buildings, signs, equipment, or other property found therein, nor shall any tree, flower, shrub, rock, or other mineral be removed, injured, or destroyed.
- (2) No person shall pick flowers, foliage, berries, or fruit or cut, break, dig up or in any way mutilate or injure any tree, shrub, plant, fern, grass, turf, railing, seat, picnic bench, fence, structure, or any other object.
- (3) No person shall bring into the park, nature center or recreation area, any tree, shrub or plant or any newly plucked branch or portion of a tree, shrub, or plant, unless permission has been granted by the Town of Bergen.
- (4) No person shall dig up or remove any dirt, stone, rock, or other substance.
- (5) No person shall remove or cut firewood, regardless of whether the tree or wood is dead, fallen, diseased or otherwise.

F. Littering, rubbish, garbage, sewage, and noxious material.

- (1) No person shall bring into, leave behind or dump any material of any kind in the park, nature center or recreation area. The Town of Bergen's parks, nature centers and recreation areas are "carry in and carry out" areas for the purpose of rubbish and garbage removal. Persons and groups using the parks, nature centers and recreation areas are required to take all rubbish, garbage they generated out of the park when they leave. Refuse is not to be dropped, thrown or scattered on town property.
- (2) No person shall, either within or outside of a park, nature center, recreation area, discharge into, throw, cast, lay, drop or leave in any river, brook, stream, storm sewer or drain flowing into or through a park any substance, matter or thing, either liquid or solid, which may or shall result in the pollution of said river, brook or stream within a park or interfere with the conservation of the natural resources of a park or endanger the health of visitors.
- (3) No glass containers are allowed.

G. Alcoholic Beverages.

The following rules pertain to the use, sale, distribution or consumption of alcoholic beverages in Town of Bergen parks, nature centers and recreation areas:

- a. **"Alcoholic Beverage(s)" is defined for this chapter as including: alcohol spirits, liquor, wine, beer, cider and every liquid or solid, patented or not, containing alcohol, spirits, wine or beer and capable of being consumed by a human being.**
- b. No person shall become intoxicated. No person shall bring into or drink any alcoholic beverages in any park, nature center, recreation area except in such areas/pavilions as designated by the **Town of Bergen at the direction of the Bergen Town Board. Alcoholic beverages** may be brought into the park(s), nature center(s), recreation area(s) for consumption at private family or social picnics, parties, in pavilion(s) or otherwise specified area, but may not be dispensed, distributed, sold or displayed in any other manner unless a facility alcohol beverage permit as defined herein is issued from the Town of Bergen and prior to obtaining a temporary liquor license per New York State law.
- c. Drinking alcoholic beverages is prohibited in the parking lots and right-of-way within any park, nature center, or recreation area.
- d. All alcoholic consumption shall conform with New York State law.
- e. **"Facility Alcohol Beverage Permit" is defined for this chapter as a permit authorized by the Town of Bergen for a specific event, and such permit is issued by the Town Clerk. Any person making application for a Facility Alcohol Beverage Permit shall provide:**
 1. **Proof of liability insurance for their organization or associated with their event to the Town;**

2. **A completed Facility Alcohol Beverage Permit application including the area identified where participants are proposed to consume alcoholic beverages;**
3. **Proof of compliance with New York State alcoholic beverage laws such as a licensed operator/caterer providing for and serving or receipt of a NYS Liquor Authority license for the event;**
4. **The permitted principal contact or recipient of the Facility Alcohol Beverage Permit shall be in the Town park, nature area, or recreation area facility designated associated with the permit at all times while alcoholic beverages are being distributed, sold, and/or consumed;**
5. **The permitted contact or recipient of the Facility Alcohol Beverage Permit shall be responsible for any and all damages associated with persons consuming alcohol associated with the facility alcoholic beverage permit;**
6. **Non observance of this section shall constitute a violation.**

H. Dogs, Cats, and other Household Pets.

- (1) No person shall bring into, permit, have or keep in parks, nature centers or recreation areas, any dog, cat, household pet or other animal destructive to birds and other wildlife, except that dogs or cats are permitted if held in control by a leash. Persons accompanying pets are responsible for the clean up after their pets.

I. Horseback Riding.

- (1) Horseback riding is permitted only at the Drews Nature Center and Westshore Recreation Area. No person shall ride horseback after dark or before daybreak.

J. Swimming.

- (1) No person shall bathe, wade or swim within any park, nature center or recreation area, unless otherwise posted as permitted.

K. Bicycles, Snow vehicles, All-Terrain Vehicles (ATVs) and Motorbikes.

- (1) No motorized vehicles shall be permitted, except as posted.
- (2) No unlicensed motorbikes, ATVs or other unlicensed vehicles shall be permitted.
- (3) Riders of bicycles shall comply with the rules for the regulation of other vehicles.
- (4) Motorized vehicles are only permitted on designated roadways and parking areas.

L. Use of THC- Containing Products, Tobacco, Vaping, and/or E-Cigarettes

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PARKS, NATURE CENTER, RECREATION AREAS

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- (1) All usage of THC-Containing products is prohibited. All usage of tobacco, vaping and/or e-cigarettes are restricted in accordance with all federal, state and county laws and regulations governing same. All parties will comply with Chapter 447 Town Property of the Town of Bergen Code, Article 1 Tobacco, Vaping, E-Cigarette, and THC-Containing Products

§ 137-11. Traffic rules.

- A. No person shall drive any licensed automobile, motorcycle, motorized bike or other vehicle of traffic or burden upon any part of the parks, nature center, recreation areas except on the proper drives and parking areas, or permit the same to stand upon the drives or any part thereof to congest traffic or obstruct the drive. Paths established as bridle paths, footpaths, skate parks, BMX bike trails, or bicycle paths shall not be used for vehicular traffic.
- B. No taxi, bus, limousine, Lift/Uber or other vehicle for hire may solicit riders within any part of the park, nature center, recreation areas for the purpose of soliciting or taking in passengers or persons other than those carried to the park, nature center, recreation area by said vehicle.
- C. No person shall cause any bus, with or without passengers, nor any cart, wagon, truck or trailer or other vehicle carrying goods, merchandise, manure, soil, or other articles, or solely in use for the carriage of goods, merchandise, manure, or other articles, to enter or to be driven in any part of the park, nature center, recreation area. This section shall not apply to vehicles engaged in the construction or maintenance of operation of the parks or parkways.
- D. It shall be the duty of every person operating an automobile, motorcycle or other vehicle of traffic or burden within the parks or parkways to comply with the Vehicle and Traffic Law of the State of New York and with all orders, directions and regulations issued by traffic officers or officially displayed on any post, standard, sign or device installed for the regulation of traffic.
- E. No vehicle shall be operated on any road or drive in any park, nature center, recreation area at a speed exceeding 5 miles per hour, unless otherwise posted.
- F. Signs indicating one-way traffic must be obeyed.
- G. All stop signs and other traffic control devices must be obeyed.
- H. No person shall park any vehicle or permit any vehicle to remain standing on any highway or roadway within the boundaries of a park, nature center, recreation area more than the length of time and between the hours as hereinafter specified. No parking shall be allowed on any of the park, nature center, recreation area roads between the hours of 10:00 p.m. and 6:00 a.m. No parking shall be allowed on the major roads, which will be designated by signs, during the hours the park, nature center, recreation areas are open. Parking areas in the park, nature center, and recreation areas are established for the convenience of patrons while using the facilities of the parks. It shall be unlawful for any person to park, nature center, recreation area stops or leave standing any vehicle in any parking area except during the time he remains in the park, nature center, recreation area. The term "parking" shall mean the standing of any vehicle, whether occupied or not, upon any highway, other than temporarily or while actively engaged in loading or unloading or while standing in obedience to traffic regulations or traffic signals.

- I. No person shall operate a vehicle along or over any road or drive within a park, nature center, recreation area in a reckless manner or without due regard for the safety and the rights of pedestrians and drivers and occupants of all other vehicles to endanger the life, limb, or property of any person while in the lawful use of said park drive or road.
- J. No person shall participate in a drag race upon any park drive or park, nature center, recreation area property. "Drag racing" is defined as the operation of two or more vehicles from a point side by side at accelerating speeds in a competitive attempt to outdistance each other, or the operation of one or more vehicles over a common selected course from the same point to the same point wherein timing is made of the participating vehicles involving competitive accelerations or speeds. The operation of two or more vehicles side by side, either at speeds more than permitted speeds on park, nature center, recreation area drives or rapidly accelerating from a common starting point to speeds more than such permitted speeds, shall be prima facie evidence of drag racing.
- K. No person who is under the influence of intoxicating liquor, narcotic drugs or opiates shall operate any vehicle within the park. All usage of THC-Containing products is prohibited. All usage of tobacco, vaping and/or e-cigarettes are restricted in accordance with all federal, state and county laws and regulations governing same. All parties will comply with Chapter 447 Town Property of the Town of Bergen Code, Article 1 Tobacco, Vaping, E-Cigarette, and THC-Containing Products.
- L. No person shall drive or move or cause or knowingly permit to be driven or moved within the park, nature center or recreation area any vehicle or combination of vehicles which is in an unsafe condition to endanger any person.
- M. No person shall use or shine spotlights or unnecessarily or continuously shine automobile headlights except under the direction of a police officer or park employee, or except where necessary for the preservation of life or property.

§ 137-12. Parental responsibility.

- (1) No parents, guardians or custodians of any minor child shall permit or allow him or her to do any act that would constitute a violation of this chapter.

§ 137-13. Compliance with police or official agency.

- (1) No person shall fail or refuse to comply with any reasonable order relating to the regulation, direction or control of traffic or with any other order lawfully given by any police officer or Town official in the execution of his office or willfully resist, obstruct or abuse any police officer or Town official in the execution of his office or duties. Nonobservance of this § 137-13 shall be a violation.

§ 137-14. Enforcement; appearance tickets.

- (1) This chapter shall be enforced as it pertains to the issuance of parking tickets for violation of § 137-11H and littering under § 137-10E by the designated personnel, and in all other cases by the Bergen Town Board, the Genesee County Sheriff's Department, and any other police agency having jurisdiction within the Town of Bergen.
- (2) Any police officer or, in the case of a violation of the parking regulations set forth in § 137-11H or a littering violation under § 137-10E, the Town Bergen Town Board or other designated personnel may

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PARKS, NATURE CENTER, RECREATION AREAS

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issue an appearance ticket pursuant to Article 150 of the Criminal Procedure Law of the State of New York to any person when he has reasonable cause to believe that such person has committed a violation of this chapter. Said appearance ticket shall direct the designated person to appear in the Justice Court of the Town of Bergen at a designated future time, not later than 30 days from the date of the issuance of the appearance ticket, in connection with the alleged violation. Any police officer may, without a warrant, arrest any person in violation of any park, nature center, recreation area rules or regulations as set forth in this chapter or as posted within such park, nature center, recreation area and take such person so arrested forthwith before a Judge having competent jurisdiction. Said police officer shall always have the right to enter the premises of any building, structure or enclosure or any park, nature center, recreation area including such grounds, buildings or structures which may be leased or set aside for the private or exclusive use of any individuals or group of individuals, for the purpose of arresting violators hereof, and he may use all necessary means to attain that end.

§ 137-15. Penalties for offenses; liability for damages.

- (1) Any person convicted of an offense of this chapter shall be guilty of a violation and shall be subject to a fine not to exceed \$250 or imprisonment for a term not to exceed 15 days, or both such fine and imprisonment.
- (2) Any person damaging any park, nature center, recreation area property shall be liable for any damage incurred.

RESOLUTION NO.

Goals and Policies for Battery Energy Storage Systems

WHEREAS, There is a requirement for municipalities adopting Battery Energy Storage Systems regulations to either create or update its Comprehensive Plan defining the goals and policies regarding these systems or to issue a Board Resolution or Executive Order defining these goals and policies; and

WHEREAS, The Town Board of the Town of Bergen is in the early stages of updating its Comprehensive Plan and will not complete the plan prior to the expiration of the moratorium on Battery Energy Storage Systems; and

WHEREAS, The Town of Bergen does not address Executive Orders in its Town Code; and

WHEREAS, the Town Board of the Town of Bergen has determined that a resolution setting the goals and policies for Battery Energy Storage System is the most appropriate option for compliance at this time; and

WHEREAS, the Town Board of the Town of Bergen defines the goals and policies of its Battery Energy Storage Systems proposed regulation as follows.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. The Bergen Town Board recognizes the importance of battery energy storage systems to meet the energy needs of the community and the energy systems that serve the community.

Sec. 2. The Bergen Town Board desires to create synergy between battery energy storage system development and other stated goals of Bergen pursuant to its Comprehensive Plan.

Sec. 3. The Bergen Town Board intends to permit the installation of battery energy storage systems in designated zoning districts. However, the battery energy system project approval process will ensure compatible land uses in the vicinity of the areas affected by battery energy storage systems. The battery energy systems projects will meet the underlying zoning requirements, planning board requirements and special permit requirements in order to ensure this compatibility and public input will be considered through the public hearing process.

Sec. 4. The Bergen Town Board is committed to the safe and effective operation of battery energy storage systems and will work with the owners/operators and other involved agencies, such as Genesee County, the Bergen Fire Department, and others to this end.

Sec. 5. The Bergen Town Board is committed to protecting neighboring property owners from operational disturbances by enacting appropriate setbacks, screening

methods, decibel limits, discharge rules, etc. for the battery energy storage systems.

Sec. 6. The Bergen Town Board is committed to the mitigation of the impacts of battery energy storage systems on environmental resources, such as important agricultural lands, forests, wildlife and other protected resources.

Sec. 7. The Town of Bergen will monitor the maintenance of battery energy storage systems through its code enforcement officer and other involved agencies in order to ensure the safe operation of the system.

Sec. 8. The Bergen Town Board views the decommissioning of battery energy storage systems as similar to the decommissioning of solar systems and will require both a decommissioning plan and a bond to ensure that an appropriate end to the battery energy storage system project is achieved without cost to the taxpayers of the Town of Bergen.

Sec. 9. The Bergen Town Board intends to update its Comprehensive Plan with these goals during the next update process.

MOTION for adoption of this resolution by
Seconded by

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Anderson

Councilperson Ely

Councilperson Grant

Councilman Swanson

Supervisor Haywood

Submitted – July 21, 2026

RESOLUTION

DESIGNATING RECIPIENT OF VOLUNTARY ANIMAL
SHELTER CONTRIBUTIONS PURSUANT TO NYS
AGRICULTURE & MARKETS LAW §109

WHEREAS: New York State Agriculture & Markets Law §109, as amended effective December 2025, requires that municipalities include in dog license applications and renewals an option for voluntary contributions to support an animal shelter; and

WHEREAS: Pursuant to such law, voluntary contributions collected in connection with dog licensing are to be provided to the organization that provide animal shelter services for the municipality; and

WHEREAS: the Genesee County Animal Shelter working with the non-for-profit Volunteers for Animals Inc., provides such services for the Town of Bergen; and

WHEREAS: the Town Board wishes to acknowledge and implement the requirements of §109 in a manner consistent with applicable law;

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Town Board hereby acknowledges that, pursuant to New York State Agriculture & Markets Law §109, all voluntary animal shelter contributions collected in connection with dog licensing shall be for the benefit of Genesee County Animal Shelter working with the non-for-profit Volunteers for Animals Inc. as the Town's animal shelter provider; and

Sec. 2. That the Town Clerk is authorized and directed to update dog license applications, renewal forms, and related materials to include a clearly identified voluntary contribution option in compliance with §109, including language stating that such contributions are voluntary and not part of the license fee, and identifying the Genesee County Animal Shelter working with the non-for-profit Volunteers for Animals Inc. as the recipient; and

Sec. 3. That the Town Clerk is authorized and directed to establish a dedicated fund or budget line item for the receipt and accounting of such contributions; and

Sec. 4. That all funds collected pursuant to this program shall be remitted to the Genesee County Animal Shelter working with the non-for-profit Volunteers for Animals Inc. no less than annually, and may be remitted on a more frequent basis as determined appropriate by the Town's financial officers; and

Sec. 5. That the appropriate Town officials are authorized to take all actions necessary to implement this resolution, including administrative and system updates.

Discussion:

Moved by Councilperson

Seconded by Councilperson

VOTE BY ROLL CALL AND RECORD:

Councilperson Anderson

Councilperson Ely

Councilperson Grant

Councilperson Swanson

Supervisor Haywood

Submitted July 21, 2026

RESOLUTION NO. Award Bid for Air Handling Units Bergen Town Hall

WHEREAS, On June 16, 2025, the Bergen Town Board authorized a bid package for work pertaining to the replacement of air handling units at the Bergen Town Hall; and

WHEREAS, The Bid Package was advertised as required and bids were received until 4:00 pm on Monday, July 13, 2026; and

WHEREAS, The following bids were received:

LMC Industrial Contractors, Inc.	\$75,500.00
2060 Lakeville Road	
Avon, New York	

Pipitone Enterprises, Inc.	\$79,000.00
25 East Buffalo Street	
Churchville, New York	

Michael Ferraulo Plumbing & Heating, Inc.	\$104,947.00
1600 Jay Street	
Rochester, New York	

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Bergen Town Board hereby awards the low bid of \$75,500.00 to LMC Industrial Contractors, Inc.

Sec. 2. That the Supervisor is authorized to sign the contract and any other necessary documents.

Sec. 3. That this resolution shall take effect immediately.

MOTION for adoption of this resolution by
Seconded by

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Anderson
Councilperson Ely
Councilperson Grant
Councilman Swanson
Supervisor Haywood

Submitted – July 21, 2026



BINGHAMTON
BAINBRIDGE
CORTLAND
HANCOCK
ITHACA
MONTROSE
OWEGO
WALTON

www.cglawoffices.com
99 Corporate Drive
Binghamton, New York 13904

Mailing Address:
PO Box 2039
Binghamton, NY 13902-2039
(607) 723-9511
(877) COUGHLIN
Fax: (607) 723-1530
e-mail: JOswald@cglawoffices.com

May 26, 2026

Via email: supervisor@bergenny.org

Attn: Ernest Haywood
Town of Bergen
10 Hunter Street
Bergen, NY 14416

Re: Coughlin and Gerhart, LLP. Retainer Letter
Matter: General Labor and Employment Law Consulting

Ernest Haywood, Town Supervisor,

This will confirm and thank you for your request that this firm assist the Town with the review of and questions related to labor and employment matters as they relate to the operations of the Town of Bergen. We are pleased to have this opportunity to assist the Town, and we want to confirm with you our manner of handling the Town's requests for assistance.

Scope of Representation

Our representation of this municipality is in connection with current and future questions which the Town may have relating to New York and Federal labor and employment laws, rules and regulations. Our representation of the Town may also include situation specific labor questions and requests for assistance with understanding the New York state and Federal employment-related laws, rules and regulations as they pertain to unique situations. Our representation may further include assistance with the creation of documentation to be presented to an employee, a member of the public, or another governmental agency. Our representation shall be limited to responding to requests from the Town and does not include any ongoing projects, research, representation or legal actions or activities outside of the individual requests for assistance, consultation and guidance.

This representation does not include any representation in any other matters, or in any other forums unless specifically requested. Should additional matters arise, and the Town requests this firm appearance in any judicial or quasi-judicial forum, including but not limited to local courts, State agencies, the New York State Supreme Court or Federal District Court, including motions and answers, appearing at any court proceedings, handling a trial, and handling any appeals, it may require a separate contract retainer.

Re: 2026 Retainer Agreement

Firm Representation

While I will be primarily responsible for the Town's requests, other lawyers in the firm may, from time to time, be involved in handling the responses to questions as necessary. Should I be unavailable when you call, please feel free to refer any questions to my paralegal, Ronitta McPherson. If she is unable to answer any immediate concern, I will be in touch with you as quickly as possible.

Cooperation

We may need your cooperation in the preparation of the agreements or other documents. This may include providing documents and access to Town of Bergen records. We will endeavor to coordinate this with the Town's schedule in order to make this as little an imposition as possible. However, this cannot always be done, and we will appreciate your cooperation in this regard.

Billing Basis

We are not able to quote you a specific fee for our services because it is impossible to determine, at this point, how much work will be involved. Instead, we will bill the Town for work performed on an hourly basis. The billing will be submitted monthly for payment. Unless we agree otherwise, payment will be due upon receipt of our bills. If you have questions about our billing rate or method, please feel free to discuss this matter early in our representation of the Town. We are not able to advance monies on behalf of our clients, and we will try to anticipate such expenses. If we do advance any monies for expenses and fees on the Town's behalf, such as filing fees, transcript costs, long-distance telephone calls, travel and photocopying, we will expect the Town to promptly reimburse us upon billing.

Billing Rates

Our Firm would provide legal work on an hourly basis. The rates are set forth below.

<u>TITLE</u>	<u>HOURLY RATE</u>
Partner	\$350-\$400
Of Counsel / Special Counsel	\$320-\$385
Associate	\$275-\$320
Paralegal	\$200-\$250

There also will need to be a separate charge for reimbursement for postage, mileage, telephone and extraordinary photocopying expenses. We also bill our disbursements separately for recording or filing fees and out-of-pocket charges of that nature. Those items would be separately shown on the monthly statements. Any travel time will be billed at the reduced rate of \$200.00. The Firm works expeditiously and is conscious of the time spent on files and ensures that it is not filing frivolous or unnecessary motion papers or other litigation documentation. It is very serious about monitoring the costs of litigation for its clients.

Attorney fees may be written up or down depending on the expertise required of the attorney providing services. These rates may be modified over time, but we will of course inform the Town immediately if our rates should increase. Our statements to the Town will reflect the rates in effect at the time of billing.

Re: 2026 Retainer Agreement

Statements for legal services and expenses will be forwarded to the Town on a monthly basis unless you prefer otherwise.

Notice of Arbitration

Pursuant to Part 137 of the Rules of the Chief Administrator of the Courts of New York State, in the event of a fee dispute, the Town does have the right to demand arbitration against us in an effort to resolve such fee dispute. In the unlikely event that a fee dispute arises, and you notify us of your intention to arbitrate, at your request we will provide you with the appropriate forms to file to implement the Town's right to arbitrate.

Travel Time

In the event any travel is required on the Town's behalf, such time will be charged at the hourly rate of \$200, plus mileage and travel expenses, if applicable. Mileage will be billed at the federal reimbursement rate and travel expenses included, but are not limited to; tolls, parking fees, and hotel accommodations. Any significant travel expenses outside those listed will be cleared with The Town prior to incurring any such costs.

Efforts on Your Behalf

We will strive to complete the Town's work as expeditiously as possible and at a fair and reasonable cost to the Town. We do represent other clients, and there will be times when we will be giving your work priority over others. But the converse is true, and we trust that you will understand if reasonable delays occur in completion of work.

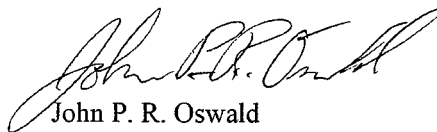
Termination

The Town shall, at all times, have the right to terminate our services upon written notice to that effect. We shall, subject to applicable court requirements with respect to withdrawal, have the right to terminate our services upon reasonable written notice.

If you have any questions about these terms, please let me know. Otherwise, if they are acceptable to you, I would appreciate you signing a copy of this Agreement and returning it to me by email.

We appreciate the opportunity to be of assistance to the Town of Bergen and look forward to working with you.

Very truly yours,
COUGHLIN & GERHART, LLP



John P. R. Oswald
Associate

JPRO/
Enclosures

Town of Bergen

4
Re: 2026 Retainer Agreement

May 26, 2026

I AGREE TO THE TERMS OF REPRESENTATION AND ENGAGEMENT AS OUTLINED ABOVE.

Town of Bergen

By: _____ Date: _____
(Signature)

Name: _____ Title: _____
(Print Name)

Re: 2026 Retainer Agreement

**2025 FEE POLICIES OF
COUGHLIN & GERHART, LLP.****Determination of Fees - Amount**

Our fees for services as your attorneys are determined by the education, experience, and licensing required by the task we are engaged to undertake and by the time we expend on the matter. We also consider such other factors as:

- 1) Exclusivity: Will your matter prohibit us from being retained by others due to present or future potential conflicts of interest?
- 2) Time constraints: Is your matter of an urgent (or emergency) nature which will require us to place your matter before other already-pending matters?
- 3) The amount at risk, the effort required, the responsibility of the Firm, and the result anticipated and achieved.
- 4) Our prior relationship.

Charges are adjusted from standard hourly rates to consider any of the foregoing. You will be requested to execute a written Retainer Agreement reflecting our fee arrangement and acknowledging your understanding of and agreement to our fee policies.

Hourly Billing Rates

Our hourly billing rates reflect the value of the experience and skill of the individuals performing the work. In an effort to maintain reasonable fees, it is our commitment to delegate work whenever appropriate to the person with the lowest hourly billing rate capable of performing it. Non-licensed personnel, including paralegals and legal interns, are trained to work within the limits of their legal authority and specialty areas, and to refer appropriate inquiries to attorneys.

Our Firm has invested its resources in the creation of legal systems and state-of-the art automated equipment necessary to implement them so that attorney and paralegal time in the delivery of legal services is minimized. When automated systems are used in the preparation of legal documents, there is an hourly charge as listed below.

<u>TITLE</u>	<u>HOURLY RATE</u>
Partner	\$350-\$400
Of Counsel / Special Counsel	\$320-\$385
Associate	\$275-\$320
Paralegal	\$200-\$250

Legal services for which charges are made may include court appearances, telephone and office conferences (including staff conferences between attorneys and/or paralegals and legal assistants when work is being delegated), legal research, document preparation, correspondence, and travel to and from conferences and court appearances. All time spent on your matter is entered on our records and is reflected in monthly

Re: 2026 Retainer Agreement

statements. In most instances, your bill will itemize the date the service was performed. Billing will be made in tenths-of-an-hour installments or greater. This policy reflects our experience that even telephone consultations of shorter than 10 minutes' duration require the attorney to disengage himself or herself from the tasks at hand, receive the information and/or resolve the problem posed by the telephone party, document the exchange for the file, and return to the task at hand.

Disbursements or Expenses

Separate from our charges for legal services are applicable expenses and disbursements of funds made by us on your behalf. Expenses including experts' and consultants' fees, service of process fees, filing fees, court costs, court reporter charges, certified copies of documents, photocopies, messenger charges, long-distance telephone charges, computerized legal research charges and charges of other attorneys retained to assist in the handling of your matter, together with other out-of-pocket expenses. These charges are billed to you at our cost, and whenever possible, in advance of incurring the expense. Copies of bills will be provided upon your request.

Contingent Fees

In cases where fees are contingent upon the successful accomplishment (by settlement or litigation) of your matter, a specific written contingent fee arrangement will be made with you. The agreement will set forth the precise method by which the fee is to be determined and how expenses will be handled.

Fee Estimates

It is our policy for the attorney to discuss the matter of fees and expenses at the first available opportunity so that clients will have a clear understanding of their entire financial obligation.

Monthly Billing Policy

Generally, you will be billed each month in which we have expended time or expense on your behalf. The amount is due and payable on receipt of the billing.

Questions About Billing

If you wish to ask about your bill or about the legal services which have been rendered, please call our office when you receive your statement. IF NO COMMENT ABOUT THE BILL IS RECEIVED WITHIN 30 DAYS OF THE STATEMENT DATE, WE SHALL ASSUME THAT YOU HAVE REVIEWED THE BILL AND FIND IT ACCEPTABLE.

Thank you for your cooperation and for the opportunity to provide legal services to you at this time. We appreciate your demonstration of confidence in us by engaging the services of Coughlin & Gerhart, LLP.

(14)

**QUOTE
TOWN OF BERGEN
CONSULTANT SERVICES**

LGRMIF GRANT APPLICATION: 2026-2027

CONSULTANT: Alicia A. Jettner
45 Reed Street
Canajoharie, NY 13317
aliciajettner@gmail.com

The consultant, Alicia A. Jettner, d/b/a Jettner Information Services, has provided public history and records management consulting services to local governments, historical societies, and museums throughout New York and Connecticut. Ms. Jettner has a Masters Degree in Public History and has completed Ph.D. course work for History: Public Policy, with Information Services Policy as her cognitive field. She has 35 years of experience as a Public History and Records Management Consultant and has completed more than 150 records management projects. Jettner Information Services is a NYS Certified WBE business and is fully insured. An Insurance Certificate will be provided at time of Contract award, if requested. Resume and reference list is attached to this quote.

SCOPE OF SERVICE AND FEE STRUCTURE:

Deliverable Products:

1. A needs assessment and records management plan providing the Town direction and guidance on improving the way records and information are managed in Town Government.
2. A customized office records retention and disposition schedule covering the Town records which are the focus of the project.

Consultant fees:

On-site inspection of the records which are the focus of the project, conducting a training session for the inventory clerk on inventory records and a training session on using the New York State Archives Records Schedule to determine the legal retention period. of the inventoried records and holding meetings with the project team involved in the project.

Total time to complete- 14 hours

Cost: \$1,400

Periodic consultation with the inventory clerk to monitor the progress being made with the records inventory.

Total time to complete-10 hours

Cost: \$1,000

Analysis of the data from the records inventory and conducting interviews with the project team to prepare the needs assessment and records management plan.

Total time to complete- 25 hours

Cost: \$2,500

Production of the needs assessment and records management plan.

Total time to complete 15 hours

Cost: \$1,500

Production of the office records retention and disposition schedule

Total time to complete - 3 hours

Cost: \$300

Total Cost = \$ 6,700

Note: There will be no charge for travel expenses or any other miscellaneous expenses.

Timeline

It is expected that Contractor will initiate the Work Plan described in this RFQ within a two-month time period upon execution of a contract and notice to proceed. It is anticipated that the project will be completed within a six-month period of time. If a Local Government Records Management Improvement Fund (LGRMIF) grant is received, work is expected to begin September 2026 and should be completed by February 2027.

RESUME

Alicia A. Jettner
45 Reed Street
Canajoharie, NY 13317
(518) 673-3161
aliciajettner@gmail.com

EDUCATION: State University at Albany: History, Public Policy, Course-work completed towards PhD. In 1999.

Masters Degree: History; May 1987, Oral Field Exam: passed with distinction: May, 1987.

Certificate of Advanced Study in Public History: 1987. Course- work included Archives, Records Management, Historical Agency Management and Interpretation of Historical Resources. Awarded SUNY Benevolent Association Research Grant: January, 1987.

State University of New York at Oneonta: B.A. Degree: Dual Major; Anthropology/Studio Art, 1984. Archeology Field School: SUNY at Oneonta, Summer, 1983.

NYS Archives Training Workshops & Webinars:

How to Manage Local Government Records
Planning workshop
Archival Records
Managing Electronic Records
Disaster Planning and Response
Managing Oversized Maps & Drawings
Inactive Records Storage
Cyber Security

Inventory Techniques
Introduction to Archives
Microfilm records
Files Management
Using Retention Schedules
Managing Email Effectively
Local & Family History
Inactive Records Storage

EXPERIENCE:

Jettner & Associates, Principal: 11/1990- 7/2016, d/b/a Jettner Information Services: 7/2016 – current; Consultant in Public History and Records Management.
More than 135 Records Management and Archival projects in New York and Connecticut (project list available upon request).
Jettner & Sickler: Records Management Consultants: 2002-2007.

Fort Plain Museum: 2011-2015: Grant writing, Museum Interpretation, Bookstore operations, administrative duties, and Collections Care. 1991-1995: Grant writing, Special Events, and DHP: Archival Project (1994).

Empire State College: 2008-2013. Course instructor: American Ethnic History, and First Peoples of North America.

Resume: page 2

Hall of History, Empire State Aerosciences Museum, Charlton Historical Society, and Mayfield Historical Society: 1995-2000. Grant writing, planning for museum expansion and program development.

Dutch Barn Preservation Society: 1992-1993. Supervision of a feasibility study for development of a historic structures/land easement program.

Rachel Bliven: Subcontracted research for Saranac Lake National Register Nomination and research for Kingston Visitor Center exhibit: 7/91-10/91.

Hudson-Mohawk Institute: 1991. "Roll on River" workshop series for senior citizens.

Maggie Boepple Associates, Ltd. 1989-1990. Administrative/Legislative Assistant.

NYSOPRHP, Division for Historic Preservation; Historic Preservation Program Assistant: 1987-1989. Writing and editing National Register Nominations, and presentations to State Review Board for Historic Preservation.

Crailo State Historic Site: Park and Rec Aide; 1985-1987. Responsibilities included research, site interpretation, educational programming, and collections care.

Bureau for Engineering, City of Albany: 1986. Cartographic Consultant: archival processing of historic maps.

County of Albany: Deputy County Historian: 1985-1986. Exhibit preparation for official Albany City Tri-Centennial Exhibit.

Hartgen Archeological Associates: 1984-1985. Archeological field survey and laboratory work.

Albany City Records Library: 1979-1980. Historical research and archival processing.

City of Albany Bureau for Historical Services: 1977-1979. Historical archeology.

Resume: page 3

AFFILIATIONS: Ames Academy Museum: Volunteer: 2017-2020.
Center for Applied Historical Research: Advisory Board: 2004-2015.
Fort Plain Museum: Board of Trustees: 1995-1998
Shaker Heritage Society: Advisory Board: 1994-1996.
Dutch Barn Preservation Society: Charter Member and Trustee: 1986-1994.
Hudson-Mohawk Institute: Advisory Board: 1989-1996.

SKILLS: Grant writing, records management, course and workshop instruction, organizational skills, exhibit preparation, educational program development, brochure development, research basic web design, and Adobe Animate.

ALICIA JETTNER: ARCHIVES & RECORDS MANAGEMENT PROJECTS: Including, but not limited to the following:

INVENTORY/PLANNING PROJECTS In New York State:

Albany County Hall of Records: 1991-92
Town of Bethlehem: 1992-93
Troy Housing Authority: 1998-99
Town of Waterford: 1992-93
Averill Park Central School District: 1993
Village of Waterford: 1993-94
Fonda-Fultonville Central School District: 1993-94
Greenville Central School District: 1993-94
Town of Greenville: 1994-95
City of Little Falls: 1994-95
Berkshire Union Free School District: 1995-96
Village of Nassau: 1995-96
Enlarged Troy City School District: 1996-97
Village of Castleton-on-the-Hudson: 1997-98
Oswego County: 1998-99 (Fire Districts included)
Town of Ballston Spa: 1998-99
Cairo-Durham Central School District: 1998-99
Town & Village of Richmondville: 2000-01
Town of Cairo: 2001-02
Ulster County Resource Recovery Agency: 2007-08
Town of Windsor, CT: 2009-2010
Village of Hagaman: 2014-15
Village of Ravena: 2014-15
Jettner & Sickler, Consultants: Records Management Inventory/Planning:
New York: Village of Schoharie: 2002-03, Town of Hunter: 2002-03, Town of Cobleskill: 2002-03, Town of Kinderhook: 2003-04, Town of Ghent: 2003-04, Town of Carlisle: 2004-05, Town of Conesville: 2004-05, Town of Halcott: 2004-05, Town of Coxsackie: 2005-06, Town of Manheim: 2005-06, Village of Kinderhook: 2005-06, Town of Delaware: 2005-06
Connecticut: Town of Southington: 2005, 2005-06, Town of Windsor: 2006-07, Town of Stratford: 2006-07, Town of Bloomfield: 2006-07, Town and City of Torrington: 2006-07, Town of North Branford: 2006-07, Town of Plainfield: 2006-2007.

INACTIVE RECORDS PROJECTS:

Town of Guilderland: 1993-94, 1994-95, 1995-96
Town of Bethlehem: 1993-94, 1997-98, 1999-00, 2003-04
Town of Waterford: 1993-94
South Glens Falls Central School District: 1993
Albany Water Board: 1995-96

City of Little Falls: 1995-96, 1996-97
Town of Greenville: 1995-96
Berkshire Union Free School District: 1996-97, 2001-02
Village of Nassau: 1996-97
City of Rensselaer: 1996-97, 1997-98
Enlarged Troy City School District: 1997-98, 1999-2000
Village of Castleton-on-the-Hudson: 1998-99
Cairo-Durham Central School District: 1999-2000, 2001-2002
Town of Princeton: 2000-01
Town of New Scotland: 2001-02
Town of Cairo: 2002-2003
Town of Richmondville: 2002-03
Ulster County Resource Recovery Agency: 2008-09
Village of Bath (Police Case Investigation Files): 2015-2016
Town of Pitcarin: 2016-2017
Town of Watson: 2017-2018
Town of Turin and Village of Turin (Shared Services): 2018-2019
Town of Fulton: 2018-2019
Town of Wright: 2018-2019
Town of Chazy: 2018-2019
Village of New Hempstead: 2019-2020
Village of Nelliston: 2019-2020
West Glenville Fire District No. 6, and West Glenville Fire Company No. 6 (Shared Services): 2019-2020
Village of Canajoharie: 2021-2022
Town of Summit: 2021-2022
Village of Albion: 2021-2022
Saratoga Soil and Water Conservation District: 2021-2022
Town of East Greenbush: 2022-2023
Town of Hartwick: 2022-2023
Village of Platine Bridge: 2022-2023
East Canada Creek Fire District: 2022-2023
Rensselaer Soil and Water Conservation District: 2022-2023
Village of Youngstown: 2022-2023
Holtsville Fire District and Fire Department: 2023-2024
Blue Point Fire District and Fire Department: 2023-2024
Harmony Corners Fire District and Fire Company: 2023-2024
Town of Lyme: 2023-2024
Town of Summit: 2023-2024
Town of Middleburgh: 2024-2025
Town of East Greenbush: 2024-2025
Village of Evans Mills: 2024-2025
Candor Fire District and Candor Fire Company: 2024-2025
Islip Fire District and Islip Fire Company: 2024-2025

Jettner & Sickler, Consultants: Records Management Inactive Records Projects:
Oneonta: 2002-03, Village of Schoharie: 2003-04, Town of Ghent: 2004-05, Town of
Kinderhook: 2004-05, Town of Gilboa: 2004-05, Town of Carlisle: 2005-06, Town of
Albion: 2005-06, Town of Charleston: 2005-06, Town of Conesville: 2005-06.

MICROFILM PROJECTS:

Town of Guilderland: 1996-97, 1997-98, 1999-2000
Berkshire Union Free School District: 1997-98, 1998-99, 1999-2000
Enlarged Troy City School District: 1998-99
Town of Bethlehem: 2001-02
Jettner & Sickler, Consultants: Records Management: Microfilm Projects: Town of
Cobleskill: 2003-04, Town of Coxsackie: 2005-06, Town of Ghent: 2005-06, Town of
Kinderhook: 2005-06.

ARCHIVAL/HISTORICAL RECORDS PROJECTS:

Town of Bethlehem: 1994-95, 2000-01
Fort Plain Museum: 1994 (DHP grant)
City of Gloversville: 1994
City of Hudson: 1994
South Glens Falls Central School District: 1994-95
Town of Greenville: 1996-97
Montgomery County: Department of History and Archives: 1997-98, 1998-99
Oswego County: 2000 (31 local governments participated in this cooperative project)
Town of Cairo: 2003-04
Town of Clinton: 2007-08, 2009-10
Town of Altona: 2007-08
Town of Ellenburg: 2007-08
Town of Eagle: 2008-09
Hamilton County: 2018-2019
Jettner & Sickler, Consultants: Records Management: Archival Projects: Town of
Kinderhook: 2004-05, Town of Gilboa: 2005-06, City and Town of Hartford, CT: 2006-07.

ACTIVE RECORDS/FILES MANAGEMENT PROJECTS:

Town of Guilderland: 1997-98 (Water Department)
Town of Bethlehem: 2007-08
Village of Nassau: 2018-2019
Jettner & Sickler, Consultants: Records Management: Active Records: Town of New
Scotland: 2002-03, City and Town of Oneonta: 2004-05.

INDEXING PROJECTS:

Town of Waterford: 1998-99
Berkshire Union Free School District: 2000-01

DISASTER PLANNING:

Town of Bethlehem: 1998-99

Montgomery County: 2008-09

Jettner & Sickler, Consultants: Records Management: Disaster Planning: Town of New Scotland: 2003-04.

COURT PROJECTS:

Town of Moreau: 1998-99 (cooperative w/8 local governments)

Montgomery County: County Clerk: 1999

Village of West Carthage: 2018-2019

ELECTRONIC DOCUMENT IMAGING PROJECTS:

Town of Cairo: 2005-06

Village of Nelliston: 2022-2023

Jettner & Sickler, Consultants: Records Management: Electronic Document Imaging Projects: Town of New Scotland: 2004-05, Town of Cobleskill: 2004-05, Town of Kinderhook: 2006-07, Vi

(19)

Town of Bergen- Bid Tally Sheet

Request for Quote (RFQ) for Records Management Support Services.

Bid Due Date and Time: 3/16/2026 at 4 pm.

Vendor Invited To Bid	Date/Time Bid Received and method received	Total Bid	Comments
Life Files Professionals 5800 Arlington Ave. 6U Bronx, NY 10471 Charlotte Bishop	Declined to Bid		Invited to Bid 2/19/2026 and followed up for status of interest in responding to RFQ 3/11/2026
Gallego Information Service P.O. Box 345 Buffalo, NY 14224 Caroline Gallego WBE	Declined to bid		Invited to Bid 2/19/2026 and followed up for status of interest in responding to RFQ 3/11/2026
Antonio Mattheou Huntington NY	Declined to bid via an email to Supervisor dated 2/20/2026		Invited to Bid 2/19/2026
Access Systems, Inc. 4260 Hennebery Rd. Manlius, NY 13104 Steven Goodfellow	Bid received via email of 3/16/2026	\$11,100	Invited to Bid 2/19/2026 and followed up for status of interest in responding to RFQ 3/11/2026
Hunter Information Management Services, Inc. 177 Banbury Rd. Mineola NY 11501 Greg Hunter	Declined to bid		Invited to Bid 2/19/2026 and followed up for status of interest in responding to RFQ 3/11/2026
Jettner Information Services, Inc. 45 Reed St. Canajoharie, NY 13317	Bid received via e-mail 3/10/2026	\$6,700.00 * LOW BID	Invited to Bid 2/19/2026 and followed up for status of interest in responding to RFQ 3/11/2026

Alicia Jettner Keough Information and Records Management Services 1 Fernwood Drive Loudonville, NY 12211 Brian Keough	Declined to bid		Invited to Bid 2/19/2026 and followed up for status of interest in responding to RFQ 3/11/2026
Margot Note Consulting , L.L.C. 2854 Wellman Ave. #4 Bronx, NY 10461 William Saffady	Declined to bid		Invited to Bid 2/19/2026 and followed up for status of interest in responding to RFQ 3/11/2026
Warren Records Management 392 Ontario St. Sackets Harbor, NY 13685 Barbara Warren	Declined to bid via email to Supervisor dated 2/19/2026		Invited to Bid 2/19/2026
James M. Tammaro, Archive and Records Management Consultant James Tammaro	Bid Received 2/24/2026	\$9120.00	Invited to Bid 2/19/2026.
K Sickler Murphy Records Management Kerry Murphy- WBE	Declined to bid per email to Supervisor of 2/20/2026		Invited to Bid 2/19/2026
Control Central Inc. Patricia Harber WBE	Bid received via email on 3/14/2026	\$59,994.00	Invited to Bid 2/19/2026 On-site visit 3/6/2026
Kodak Alaris Bill Kohler	Declined to bid		Invited to Bid 2/19/2026 and followed up for status of interest in responding to RFQ 3/11/2026
Ebiz Docs. Nick De Benedelto	Declined to bid via email to Supervisor dated 2/19/2026		Invited to Bid 2/19/2026 and followed up for status of interest in responding to RFQ 3/11/2026

TOWN OF BERGEN RULES AND REGULATIONS- Draft UPDATED 4/21/2026.

Robins Brook Park, Drew's Nature Center and West Shore Recreation Area

Hours of operation: Parks, nature centers and recreation areas shall be daily from dusk to dawn, unless a permit has been issued that would allow for earlier or later use. In the event of inclement weather or emergency, the Town of Bergen may close any portion of the area. A key for the park, nature center and recreation area or facilities may be required and requested by the Town Clerk.

Parking: Parking is permitted in designated areas only. No overnight parking is allowed, and the speed limit is 5 miles per hour, unless otherwise posted.

Permits Required and Use of Parks, Nature Centers, and Recreation Areas and Facilities:

Pavilions and playing fields are available on a first-come, first-serve basis. Reservations are recommended for small groups (less than nine participants) requesting a pavilion or playing field. Reservations are required for groups (more than nine participants) requesting a pavilion or playing field and must be requested via an application at least 72 hours in advance. Applications can be obtained from the Town Clerk's Office

- A permit must be obtained from the Bergen Town Clerk for the following uses and activities:
 - The use of pavilions, and any playing fields or other facilities for groups of more than nine (9) people.
 - Vending food, and drink (including beer, wine and any alcoholic beverages as defined under the Alcoholic Beverage section below.
- Alcoholic beverages that will be may be brought into the parks, nature centers or recreation areas for the intent to dispense, distribute sell or display and or any other reasons other than consumption at private family or social picnics, parties in pavilion(s) require a Facility Alcohol Beverage Permit issued by the Town.
- Each application for a permit for a pavilion or playing field shall be accompanied by a non-refundable administrative fee of \$25.00 for residents of the Town of Bergen and \$50.00 for non-residents. The fee may be waived for non- profit organizations providing events that benefit residents of the Town of Bergen.
- The conduct of the group/individuals and cleanliness of the facilities are the responsibility of the person signing the permit application and/or the organization represented. Each application for a permit for use of a pavilion shall also be accompanied with a refundable \$50.00 cleaning fee. This fee shall be refunded if the applicant leaves the pavilion clean and undamaged.
- The Town of Bergen reserves the right to require a certificate of insurance, naming the Town of Bergen as an additional insured in an amount and form acceptable to the Town of Bergen.
- The conduct of the group/individuals and cleanliness of the facilities are the responsibility of the person signing the permit application and/or the organization represented.
- All Town of Bergen parks, nature centers, and recreational areas are "carry in/carry out". Guests are responsible for picking up and removed all trash including pet detritus.
- Dogs, cats, and other household pets are permitted so long as they are leashed or contained in a crate. People accompanying a pet are responsible for cleaning up after the pet.
- The Town of Bergen reserves the right to bring legal proceedings against any person or organization for recovery of the damage caused to the park, nature center or recreation area, pavilion or playing field within the park, nature center or recreation area. This includes any acts that injure, deface, damage, break or remove any part of the parks, nature center, or recreation areas including buildings, signs, equipment, benches, fences, structures, trees, flora, rocks, or minerals. This further includes any acts to introduce any tree, shrub, or plant to the existing ecosystem without permission of the Town of Bergen. Any person or organization damaging any park, nature center, recreation property of the Town of Bergen shall be liable for cost associated with damages incurred.
- Any person or organization convicted of a violation of these rules, Chapter 137 and/or Chapter 447 of Town Code, shall be subject to a fine or imprisonment.
- Tobogganing and sledding are permitted in parks, nature centers and recreation areas.

Prohibited Activities: The following activities are prohibited in Town of Bergen parks, nature centers and recreation areas, unless otherwise noted.

- Smoking: THC-containing products, tobacco, vaping and/or e-cigarettes in accordance with federal, state, county and local laws and regulations. Smoking cigarettes is prohibited in pavilions and in or around playgrounds and playing fields.
- Leaving or dumping any material of any kind, including trash, ashes, or other material.
- Fishing, hunting or trapping. Fishing is permitted at the Drew's Nature Center.
- Camping.
- Public intoxication anywhere in parks, recreation areas or nature centers.
- Open fires are not permitted at the West Shore Recreation Area or Drew's Nature Center. Open fires are prohibited at Robins Brook Park except if confined by grills or portable grills. All fires must be extinguished before leaving.
- Picnic or cooking in areas not designated for said purpose.
- Weapons including firearms, switchblades, hunting knives, sling shots, bow and arrow, dagger, metal knucklers or other dangerous weapons concealed or about his/her person.
- Fireworks and firecrackers.
- Ascend or land with any aircraft including gliders, drones, parachutes or engage in any stunt flying or parachute landing.
- Removal of firewood, regardless of whether the tree or wood is dead, fallen, diseased or otherwise.
- Feeding any animal, waterfowl, or fish any food or other substances.
- Disturbing, injuring, killing waterfowl, birds, or animals their nests.
- Nudity, indecent exposure or commitment, perform or engage in lewd or obscene or illicit acts or behaviors.
- Engaging in potentially dangerous games involve thrown or propelled objects, such as footballs, horseshoes, golf balls or similar objects unless in areas designated for such usage.
- No motorized vehicles, including, but not limited to motorbikes, ATV's snowmobiles at Robins Brook Park, unless otherwise posted. ATVs and snowmobiles are permitted at the West Shore- Linear Recreation Area.
- Loitering or conduct that will cause immediate threat or harm, acts of violence that cause threats to the peace and order of the public.
- Horseback riding is prohibited at Robins Brook Park and permitted at the Westshore Recreation Area and Drews Nature Center and not after dark and before daybreak.
- Swimming, bathing or wading unless otherwise posted as permitted.
- Unauthorized vending or solicitation.
- Posting or displaying signs, banners or advertisements except associated with the event being held by a family or organization.
- Make any public speech, oration or harangue or hold public meetings.
- Marching, drilling or driving as a member of a military, political or other organization.
- Funeral procession or vehicle containing the body of a deceased person.
- Injure, deface, disturb, befoul, break or remove any part of the parks, nature centers or recreation areas, including buildings, signs, equipment, benches, fences, structures, trees, flowers, shrubs, flora, rocks or minerals.
- Bring into the park any tree, shrub or plant or any newly plucked branch of portion of a tree, shrub, or plant, unless permission has been granted by the Town of Bergen.
- Use of loudspeakers or other sound amplifying equipment that allow communication at a level greater than for the participants of the event to hear.
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Alcoholic Beverages:

- Alcoholic beverage(s) include alcohol sprits, liquor, wine, beer, alcoholic cider and every liquid or solid, patented or not, containing alcohol, spirits, wine or beer. The following rules pertain to the use, sale, distribution or consumption of alcoholic beverages in the Town of Bergen parks, nature centers and recreation areas.
 - No person shall become intoxicated. No person shall bring into or drink any alcoholic beverages in any park, nature center or recreation area except in such areas/pavilions as designated ty the Town.
 - Alcoholic beverages may be brought into the parks, nature centers or recreation areas for consumption at private family or social picnics, parties in pavilion(s) or otherwise specified areas, but may not be dispensed, distributed, sold or displayed in any other manner unless a Facility Alcohol Permit is issued by the town. Any person or organization making application for a Facility Alcohol Beverage Permit must provide the following.
 - A completed Facility Alcohol Beverage Permit Application including the area identified where participants are proposed to consume alcoholic beverages.
 - Proof of liability insurance for the event naming the town as additional insured.
 - Proof of compliance with New York State alcohol beverage laws such as a licensed operator/caterer providing for and serving or receipt of a NYS Liquor Authority license for the event,
 - The permitted principal contact or recipient of the Facility Alcohol Beverage Permit shall be in the Town parks, nature centers or recreation areas designated associated with the permit at all times while alcoholic beverages are being distributed, sold, and/or consumed.
 - The permitted contact or recipient of the Facility Alcohol Beverage Permit shall be responsible for any and all damages associated with persons consuming alcohol associated with the Facility Alcoholic Beverage permit.
 - Drinking alcoholic beverages is prohibited in parking lots and right-of-way within any park, nature center or recreation area.
 - All acholic consumption shall conform with New York State law.

Contacts:

Questions: Contact the Town Clerks Office at (585) 494-1120 ext.120

Emergencies: Call 911

Acknowledgement:

I have been provided a copy of the Town of Bergen Rules and Regulations for Robins Brook Park, Drew's Nature Center and West Shore Linear Recreation Area and agree to adhere to them.

Printed Name

Signature

Date

