

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 ATTENDANCE:** John Swapceinski 7:10 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:**

**PRIVILEGE OF THE FLOOR:**

**APPROVAL OF MINUTES FOR:** Board Meeting 2/17/2026 regular meeting with the amendment of adding the Councilperson who seconded the vote to close the Public Hearing; Councilperson Swanson made a motion to approve the Town Board Minutes of 2/17/2026 with the amendment; seconded by Councilperson Ely.

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 Feb. 2026
2. Financial Statements for Feb. 2026
3. Town Clerks Report for Feb. 2026
4. ZEO/CEO Report for Feb. 2026
5. Mercy EMS report for Jan. 2206
6. Western NY Partnership for Invasive Species Management (PRISM) Scope of Work for Drew's Nature Center
7. Planning/Zoning Class at Genesee Community College

8. Estimate o repairs to the Library Building
9. Highway Superintendent to attend Training.

**BOARD MEMBERS' ITEMS FOR THE AGENDA:** Nothing to add

**REPORTS:**

**SUPERVISOR:**

- 2/16/2026- Attended the BBCA meeting to discuss the Robins Brook Park Survey and update on bathroom renovations...
- 2/19/2026 Attended the Genesee Area Municipal (GAM) meeting. At the meeting presentation were made by Genesee County Emergency Management regarding potential county wide paid fire protection (Mon.-Friday) and by Genesee County Economic Development Center regarding updates on STAMP project.
- 3/9/2026- Met with representative from the NYS Archives to discuss the Town's application for a Records Retention Grant.
- 3/10/2026- Met with representative from the University of Buffalo -NYS Partnership for Regional Invasive Species Management (PRISM) to discuss the work and timeline for completion of work to survey invasive species at the Drew's Nature Center.

**Grants Update:**

- WNY PRISM Grant: The Town's grant to the Western New York Partnership for Regional Invasive Species Management (PRISM) for them to complete an invasive species survey at Drew's Nature Center has been approved. The grant is not monetary in value it is for labor to conduct the survey and identification of all invasive species at the Drew's Nature Center. Once completed the survey will provide details so we can develop a plan and best method for management and eradication of the invasive species that are threatening the eco-systems at the Center.
- Genesee Soil and Water Conservation District- Mini-Grant: I completed and submitted a grant application to the Genesee Soil and Water Conservation District to complete trail restoration through the installation of bridges to address uneven ground, installation of stone barriers to discourage motorized vehicles, construction and installation of signage and planting of trees. BOCES students will complete the work. The town is required to commit to funding up to 25% of the costs. The maximum grant funding is \$10,000. We anticipate hearing on this grant by the end of March. If funded work will start in May and be completed by 12/2027.
- NY PLAYS Grant: Work continues to prepare a grant to provide funding for a playground at Robins Brook Park. Through the NY PLAYS grant program, qualified applicants can be funded for the cost of purchase, site improvement and installation of playgrounds. The grant is due in the first week of May and we have engaged La Bella Associates to assist with the preparation of the grant application. Throughout the past month, we have worked on the various documents and finalizing the budget. I have also requested letters of support from various organizations and elected officials. We continue to request people complete the Park Survey. Results from this Survey will help demonstrate community involvement.
- NYS JUSTIC COURT ASSISTANCE PROGRAM (JCAP) GRANT. We were notified that the Town Court were approved for grant to help with the cost to construct a court conference room within the space of the current court gallery. The application was submitted by Honorable Vincent Pulicin, with documents provided by my office, The award is in the amount of \$9,950 and it is anticipated it will help

cover up to half of the total cost. We have requested bids from contractor and are due on April 10<sup>th</sup>. Completion of this work will free up the current conference room to potentially use for the office of the Assessor and Code Enforcement Officer. In anticipation of this I have also requested from our Architect the cost for him to draw up plans and supervise the bidding and construction of renovations to the clerk's office to provide another office and move the window for improved security.

- NYS Records Management Grant: We are pursuing Records Management Grant through the NYS Archives for funds to hire an expert consultant to provide training and consultation and create a customized records retention management plan. Funds are also being requested to hire a temporary inventory clerk to sort through all town record, apart from the Court records for the purpose of completing an inventory, filing appropriately, and destroying those not needed. In preparation of submission of the grant a Request for Quotes for consulting services was sent out and are due 3/16. Work continues the narrative application and obtaining the documents that need to be submitted with the grant.
- Oxbo Farming for the Future Foundation. I have submitted a request to this foundation to consider funding a small farming-related playground. If approved, the playground would be installed behind the bathrooms and pavilion.

### **Supervisor's Activities and Follow Up:**

- Letters of Support: Upon request from Genesee County, I have prepared and submitted letters of support to our US Senate and House of Representative members in support of their funding request for critical water infrastructure needs.
- Insurance Renewal: It is the time of year to renew our insurance and as such I have completed our renewal applications for all insurances (general, crime and cyber liability)
- Transportation for BOCES Students: A major impediment for the BOCES conservation students for the completion of the work they are doing at the Drew's Nature Center is transportation. Currently, we have coordinated with Byron-Bergen Central School to provide transportation. However, due to timing the students only have about 1 hour to spend at Drews. To provide more time through better transportation to and from the Batavia BOCES Campus, I have reached out to a private school transportation company for a quote and will present to the board for consideration at an upcoming meeting.
- New Letterhead: The BOCES Graphic Arts class is working on options for new town letterhead. The current letterhead needs updating. We anticipate receipt of their suggestions within the month and will share with the board for input.
- Library Lease: I have not received a response to my correspondence, submitted last month, to the Library Board President advising her of the intent of the Town to raise the rent as of 1/1/2029. I did receive notice from the Board President that the library will be providing the Town a one-time payment of \$4,500.00 in recognition of expenses incurred for the library operation and the Town's 13 South Lake Ave. building.
- Fire Department Lease: I have not received a response to my correspondence that was submitted to the Chairperson and President of the Fire Department, last month along with the Memorandum of Understanding regarding a potential lease as of 1/1/2029.

### **Announcements:**

- Genesee County Economic Development Center- Stakeholder Luncheon: If board members are interested in attending the luncheon on 4/24 11:30-1 pm at Batavia Downs, please let the clerk know asap.
- OXBO Open House: Thursday, April 16 at 11:00 am
- I have been invited to attend the Annual Fire Department Banquet which will be held on 4/11 at 5 at Terry Hills. Unfortunately, I will be out of town and so if any board member wants to attend on my

behalf, please let me know. I will be presenting resolutions recognizing years of service for the board to sign and to be presented at the banquet.

#### **TOWN CLERK:**

- Taxes are almost completed
- Met with Patricia Harper and the Historian Tom Tiefel to tour all of the town records locations for the records management grant.
- Attended the meeting with Denzak for the Park grant with the Supervisor, Highway supervisor, and Deputy Supervisor.
- Met with John O'Neil from Integrated Systems – a company based out of Victor, NY regarding quotes on our phone systems and they also do IT support.
- Met with the representative from General Code and they also do Scanning of records but let him know we are not at that phase of the records management portion.
- Met with 3 different contractors to go over the court room build.
- Worked with Bill our IT person – Outlook had an update and my computer was the only one that updated and caused my email to be down for about 3 days.
- The town website had been compromised – I reached out to our website provider and it was fixed quickly.

**BOARD MEMBERS:** Councilperson Ely gave an update to the 250<sup>th</sup> Celebration planned with the Bergen Business Civic Association.

#### **HIGHWAY:**

- Some of the shingles have blown off the roof at the library building – rec'd an estimate of \$550 from Low Key Construction. The louvers covering the siren above the building are deteriorating and are waiting for the estimate to have them replaced.
- Soffit and fascia board on the museum barn is rotted and needs to be replaced. The estimate for replacement is \$2,950.
- Ordered a heavy duty flag pole rope for the library building and the village electric dept. will be replacing it for the town.
- Sewer pipes at the library had backed up – Russel Plumbing came out cleaned out the line and has also suggested other repairs to the line.
- May 31 thru June 3, Highway Superintendent will be attending classes in Ithaca.
- Planning to have the BOCES students back out to continue work on the bathrooms at Robins Brook Park.
- Kessner will be scheduled to come out to install the septic tank for the park bathrooms.
- Brush pick up will be May 11, 2026.

#### **COMMITTEES:**

**Buildings, Grounds, Facilities (Cemeteries) and Parks:** Discussed in Supervisor's report.

- Proposed security and office renovations for the Town Hall
- Court Grant for construction of conference room within the court gallery.

**Parks:** Discussed in Supervisor's report.

- Robins Brook -NYS PLAYS Grant Application
- Drew's Nature Center -Grant application to Western NY PRISM to survey for invasive species.
- Submission of Genesee Soil and Water Mini-Grant Application

Local History & Museum: - Disposition of items as per the Historian's recommendation

Policy and Personnel: Nothing to add

### **OLD BUSINESS:**

- Update on Traffic concerns at Route 33 and 19. Assemblyman Steve Hawley will be meeting with the New York State Department of Transportation (NYSDOT) to discuss.  
A meeting has been set with NYSDOT on April 7, 2026 at 1:00 pm at the Town Hall to discuss traffic concerns.

### **NEW BUSINESS:**

#### **1. Discussions:**

- Tabled for next month- Proposed Town of Bergen Rules and Regulations for Robin's Brook, Drew's Nature Center and West Shore Linear Recreation Area and proposed Town Code- Parks, Nature Centers, Recreation Areas -
- Planning/Zoning Board Training
- Proposed Town Hall Renovations
- County's Proposal for Fire Staffing Plan 3/31/2026 Meeting at Genesee Community College

## 2. RESOLUTIONS

### - Resolution Re-Affirming SEQRA Determination for the 2018 Town of Bergen Master Plan

RESOLUTION NO. 2026-12

Re-affirming SEQRA Determination  
2018 Town of Bergen Park Master Plan

WHEREAS, in 2018, with the assistance of LaBella Associates, the Town Board of the Town of Bergen conducted a Full Environmental Assessment Review of Robins Brook Park as related to improvements adopted in the 2018 Park Master Plan; and

WHEREAS, these improvements included the installation of sports fields, hiking and fitness trails, pavilions, playgrounds, restrooms, fencing, landscaping, roads and parking, and various benches, signage, bleachers and grills; and

WHEREAS, the plan was reviewed by several interested or involved agencies in 2018 including but not limited to: NYS Agriculture and Markets; NYS Department of Environmental Conservation; US Fish & Wildlife Services; NYS Historic Preservation Office; NYS Department of Transportation, Monroe County Water Authority and the Genesee County Planning Department; and

WHEREAS, The Town Board of the Town of Bergen adopted a Negative Declaration in relation to the improvements listed above on May 8, 2018; and

WHEREAS, several of the improvements have been installed including a pavilion, parking and restrooms; and

WHEREAS, the Town Board of the Town of Bergen plans to continue the installation of improvements at Robins Brook Park as called for in the 2018 Park Master Plan; and

WHEREAS, there have been no changes that would warrant a new environmental review, the Town Board of the Town of Bergen wishes to re-affirm the findings of the 2018 Full Environmental Assessment Review and to re-affirm the Negative Declaration that was adopted.

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Bergen continues to support the development of Robins Brook Park as envisioned in the 2018 Park Master Plan.

Sec. 2. That the Town Board of the Town of Bergen re-affirms the findings cited in the 2018 Full Environmental Assessment Review.

Sec. 3. That the Town Board of the Town of Bergen re-affirms the Negative Declaration adopted May 8, 2018.

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

MOTION for adoption of this resolution 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 – March 17, 2026

- **Authorizing Purchase of John Deer Mower and Trade-In of 2021 Kubota Mower**

WHEREAS: The Highway Superintendent has requested the purchase of a new John Deere Z960M ZTrak mower: and

WHEREAS: The mower is available through New York State Landscaping and Grounds Contract PC69683 at a price of \$14,690.03 from LandPro Equipment, LLC, 5614 Tec Drive, Avon, New York; and

WHEREAS: LandPro Equipment, LLC has offered a trade-in value of \$12,000.00 for the Town's 2021 Kubota Mower; and

WHEREAS: The Highway Superintendent recommends the trade and purchase.

NOW THEREFORE BE RESOLVED:

Sec. 1. That the Town Board of the Town of Bergen does hereby approve the purchase of the John Deere Mower through NYS Contract PC69683 for \$14,690.03 contingent upon the trade for \$12,000.00 of the 2021 Kubota F2690 mower from LandPro Equipment, LLC, 5614 Tec Drive, Avon, NY.

Sec. 2. That the Town Board authorizes the Highway Superintendent and Town Supervisor to execute all necessary documents needed to order the tractor and mower.

Sec. 3. That this resolution takes effect immediately.

Motion by Councilperson Swanson

Seconded by Councilperson Grant

VOTE BY ROLL CALL AND RECORD

Councilperson Anderson - AYE

Councilperson Ely - AYE

Councilperson Grant - AYE

Councilperson Swanson - AYE

Supervisor Haywood - AYE

Submitted March 17, 2026

- **Authorizing Application, Acceptance and Commitment of Funds for NYS PLAYS Grant Program**

- WHEREAS: the Town of Bergen desires to submit an application to the Dormitory Authority of the State of New York (“DASNY”) for funding through the New York Places for Learning, Activity, and Youth Socialization (“NY PLAYS”) Initiative to support the design, construction, renovation, or equipping of public playgrounds and related capital improvements; and
- WHEREAS: the NY PLAYS grant program is a competitive capital grant initiative that provides funding to eligible municipalities and nonprofit organizations, with grant amounts ranging from \$100,000 to \$2,500,000 and requiring a local matching contribution of at least 20% of the total project costs; and
- WHEREAS: the Town of Bergen is willing and able to commit the financial resources necessary to fulfill the local matching requirements and meet all terms and obligations of the NY PLAYS grant, including compliance with the Grant Disbursement Agreement (GDA) and all program prerequisites as established by DASNY;

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Bergen, as follows:

- Sec. 1. The Town of Bergen is authorized to submit an application for NY PLAYS grant funds to DASNY for a project known as the Robins Brook Park Improvement located at Robins Brook Park.
- Sec. 2. That the Town Board commits to a 20% match of the total project eligible costs and any other additional funding necessary to complete the project to a maximum of \$125,000.00 from the 2026 and 2027 Town Budget.
- Sec. 3. That the Supervisor of the Town of Bergen is further authorized and directed to execute all certifications, assurances, and related documents required by the NY PLAYS application or DASNY, including but not limited to financial certifications, site control documentation, SEQRA documentation (if applicable), and any other required documents for application.
- Sec. 4. That the Town Clerk is hereby authorized to certify and attest to this Resolution and to affix the official seal of the Municipality as required for submission to DASNY and the NY PLAYS program.

Motion by: Councilperson Grant

Seconded by: Councilperson Ely

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Anderson - AYE

Councilperson Grant - AYE

Councilperson Ely - AYE  
Councilperson Swanson - AYE  
Supervisor Haywood

#### CERTIFICATION

I hereby certify that this Resolution was adopted by the Town Board of the Town of Bergen, at a duly convened meeting held on March 17, 2026, by a vote of 5 in favor, 0 opposed, 0 absent, and 0 abstaining.

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Teresa Robinson, Town Clerk

Date: 03/17/2026

[Municipal Seal]

### **3. Action/Motion Items:**

#### **Approve Permit for Mobile Home Park (Hidden Meadows)**

Councilperson Grant made a Motion to Approve Permits for Mobile Home Parks (Hidden Meadows); seconded by Councilperson Anderson.

AYES: Haywood, Grant, Ely, Swanson, Anderson

NAYS:

Approved by Vote (5-0)

#### **Approve disposing of items from the Museum**

Councilperson Anderson made a Motion to approve disposing of items from the museum; seconded by Councilperson Ely

AYES: Haywood, Grant, Ely, Swanson, Anderson

NAYS:

Approved by Vote (5-0)

**Motion to approve the bid from Low Key Construction in the amount of \$2950.00 to replace the fascia and Soffit on the Museum Barn and to repair the roof at the library building in the amount of \$550.00**

Councilperson Swanson made a Motion to approve the bid from Low Key Construction in the amount of \$2950.00 to replace the fascia and Soffit on the Museum Barn and to repair the roof at the library building in the amount of \$550.00; Seconded by Councilperson Anderson.

AYES: Haywood, Grant, Ely, Swanson, Anderson  
NAYS:  
Approved by Vote (5-0)

**Motion to approve the Highway Superintendent to attend Superintendent school in Ithaca not to exceed \$640.00.**

Councilperson Anderson made a Motion to approve the Highway Superintendent to attend Superintendent school in Ithaca not to exceed \$640.00; Seconded by Councilperson Ely.

AYES: Haywood, Grant, Ely, Swanson, Anderson  
NAYS:  
Approved by Vote (5-0)

**Motion for the Supervisor, Clerk, and Councilperson Swanson to attend the Spring Local Government Workshop at Genesee Community College on May 28, 2026.**

Councilperson Ely made a Motion for the Supervisor, Clerk, and Councilperson Swanson to attend the Spring Local Government Workshop at Genesee Community College on May 28, 2026; 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 Feb. 2026**

Councilperson Swanson made a Motion to file the Clerks Feb. 2026 report; seconded by Councilperson Anderson.

AYES: Haywood, Grant, Ely, Swanson, Anderson  
NAYS:  
Approved by Vote (5-0)

**Motion to File the Supervisor's Feb. 2026 report**

Councilperson Grant 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)

- **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 \$ 111,835.10; General A Fund \$ 17,195.88; General B \$ 891.07; Highway DA \$ 66,482.11; Highway DB \$ 7,266.04.

Councilperson Grant made a motion to pay the bills; seconded by Councilperson Anderson

AYES: Haywood, Grant, Ely, Swanson, Anderson

NAYS:

Approved by Vote (5-0)

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

**ADJOURNMENT** Was at 8:45pm on a motion made by Councilperson Grant; seconded by Councilperson Swanson

AYES: Haywood, Grant, Ely, Swanson, Anderson

NAYS:

Approved by Vote (5-0)

Respectfully submitted

**Teresa Robinson**

Teresa Robinson, Town Clerk