

**STATE OF NEW YORK
COUNTY OF ALBANY**

MAY 9, 2018

REGULAR MEETING

The regular monthly meeting of the Town Board of the Town of Berne was held on the above date with the following officers present: Supervisor Lyons, Councilmembers Jordan, Palow & Willsey. Also present were Town Clerk Clayton, Attorney Conboy, and several interested citizens. Councilmember Schimmer was not in attendance. The Pledge of Allegiance was led by Supervisor Lyons who then called the meeting to order at 7:00PM, and on motion of Councilmember Willsey and seconded by Councilmember Palow, the minutes of 04/11/18 were approved as presented; and on motion of Supervisor Lyons and seconded by Councilmember Willsey, the minutes of 04/30/18 were approved as presented with the following members voting aye; Supervisor Lyons; Councilmembers Jordan, Palow & Willsey. Supervisor Lyons opened the meeting to guests:

Several citizens spoke regarding matters in the Town and before the Board.

CORRESPONDENCE

Press release from DEC stating the Thompson's Lake Boat Launch is complete and thanked the Town for their support.

COMMITTEE REPORTS

HIGHWAY- Highway Superintendent Bashwinger spoke regarding the waiver and price list to purchase culverts from the Town for residents putting in driveways. Reported that \$23,000 was received in FEMA money and requested it be used towards the purchase of a used Gradall which would be put out for bid.

EMERGENCY MANAGEMENT- Supervisor Lyons reminded everyone that is its Motorcycle Awareness Month. There are signs available to residents for their lawn.

SENIORS - Councilmember Jordan stated a presentation on Medicare was given; numerous trips are being planned for summer and fall; next meeting will be 5/12/18 at 11AM.

CONSERVATION BOARD – Councilmember Willsey reported the Clean Energy Project is moving forward and the Town has four of the impact actions to qualify for NYSERDA grants; a request to National Grid for replacement quote for lights has been made; building data for benchmarking action on energy use of all our buildings; NYSERDA has reviewed our solar permit.

PLANNING & ZONING – Councilmember Jordan reported the Planning Board will meet on 5/3/18 and do not have any applications at this time; working on a public comment policy; reviewing information on Tentr.

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BUILDING & ZONING – Building & Zoning Administrator, Chance Townsend, reported on permits issued in March & April; he is addressing concerns at Switzkill Farm and making progress with the alarm company; water samples completed; working on chlorinating the well at the Library; the fire alarm system is inspected, certified & compliant with code. He is working with Ms. Brown on updating the computer operating system (with BAS); fee schedules; procedures and processing of applications.

LIBRARY –Kathy Stempel, Library Manager, spoke about programs at the Library: 5/19 from 10AM-Noon – dare to repair small appliances and broken screens; 5/21 at 6:30PM the author of Calico & Tin Horns, Candice Christiansen, will speak.

SEWER DISTRICT – Supervisor Lyons discussed renting a mini excavator for three days in the amount of \$750.21 to repair the leak in the filtration system.

YOUTH COUNCIL – Jean Guarino reported the need to hire two interns for the summer recreation program; change meeting time to 6:30PM; fund raiser on 5/18/18.

TRANSFER STATION – Solid Waste Coordinator, Jeff Alexander, discussed hosting a Household Hazardous Waste Day and will be including the other Hilltowns; requested taller cones and signs at the Transfer Station; the Transfer Station inspection from DEC was rated “exemplary”.

OLD BUSINESS

SCHEDULE INTERVIEWS FOR ZBA POSITION

After discussion, Supervisor Lyons made a motion seconded by Councilmember Jordan authorizing interviews to be scheduled for a ZBA board member on May 23, 2018 starting at 6PM, every 15 minutes. Motion carried with the following members voting aye: Supervisor Lyons and Councilmembers Jordan, Palow & Willsey.

ACCEPTING WAIVER OF RESPONSIBILITY AND CULVERT PRICING

After discussion, Supervisor Lyons made a motion seconded by Councilmember Palow to accept the Waiver of Responsibility and the culvert pricing list for the Highway Department. Motion carried with the following members voting aye: Supervisor Lyons and Councilmembers Jordan, Palow & Willsey.

AUTHORIZING TOWN CLERK TO ADVERTISE FOR PART TIME BUILDING & MAINTENANCE WORKER AND SCHEDULE INTERVIEWS

After discussion, Supervisor Lyons made a motion seconded by Councilmember Jordan authorizing the Town Clerk to advertise for a part-time building and maintenance worker and to schedule interviews on 6/5/18 starting at 6:00PM, every 15 minutes. Motion carried with the following members voting aye: Supervisor Lyons and Councilmembers Jordan, Palow & Willsey.

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AUTHORIZING TOWN CLERK TO ADVERTISE FOR YOUTH COUNCIL DIRECTOR AND TWO INTERNS FOR SUMMER RECREATION PROGRAM

After discussion, Supervisor Lyons made a motion seconded by Councilmember Palow authorizing the Town Clerk to advertise for a Youth Council Director and two interns for the summer recreation program. Motion carried with the following members voting aye: Supervisor Lyons and Councilmembers Jordan, Palow & Willsey.

MILL DAM ROAD – After discussion, this matter will be tabled until 5/23/18.

NEW BUSINESS

RESOLUTION AUTHORIZING THE TOWN BOARD OF THE TOWN OF BERNE TO SET THE STANDARD WORKDAY FOR ELECTED AND APPOINTED OFFICIALS AND AUTHORIZE POSTING

A complete copy of the resolution attached to these minutes was offered and moved by Supervisor Lyons and seconded by Councilmember Jordan. Resolution was carried with the following members voting aye: Supervisor Lyons and Councilmembers Jordan, Palow & Willsey.

AUTHORIZING TOWN CLERK TO ADVERTISE FOR FULL TIME PROVISIONAL CODE ENFORCEMENT OFFICER/BUILDING INSPECTOR

After discussion, Supervisor Lyons made a motion seconded by Councilmember Jordan authorizing the Town Clerk to advertise for a full time Code Enforcement Officer/Building Inspector. Motion carried with the following members voting aye: Supervisor Lyons and Councilmembers Jordan, & Willsey. Councilmember Palow – nay.

SCHEDULING INTERVIEWS FOR FULL TIME PROVISIONAL CODE ENFORCEMENT OFFICER/BUILDING INSPECTOR

After discussion, Supervisor Lyons made a motion seconded by Councilmember Jordan to schedule interviews for a full time provisional Code Enforcement Officer/Building Inspector on June 5, 2018 beginning at 6:30PM and running every 15 minutes. Motion carried with the following members voting aye: Supervisor Lyons and Councilmembers Jordan, Palow & Willsey.

APPOINTING CHANCE TOWNSEND AS TEMPORARY PROVISIONAL FULL TIME CODE ENFORCEMENT OFFICER/BUILDING INSPECTOR

After discussion, Supervisor Lyons made a motion seconded by Councilmember Palow appointing Chance Townsend as temporary full time provisional Code Enforcement Officer/Building Inspector. Motion carried with the following members voting aye: Supervisor Lyons and Councilmembers Jordan, Palow & Willsey.

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APPROVING A TOWN-WIDE SPRING CLEANUP DAY AND AUTHORIZE TOWN CLERK TO POST NOTICE ON WEBSITE AND THE ENTERPRISE

After discussion, Supervisor Lyons made a motion seconded by Councilmember Palow approving a town-wide spring cleanup day on May 19, 2018 and authorize the Town Clerk to post a notice on the website and in The Enterprise. Motion carried with the following members voting aye: Supervisor Lyons and Councilmembers Jordan, Palow & Willsey.

SCHEDULING INTERVIEWS FOR LANDSCAPING INTERN AT SWITZKILL FARM

After discussion, Supervisor Lyons made a motion seconded by Councilmember Jordan to schedule interviews for a landscaping intern at Switzkill Farm for 5/23/18 or 6/5/18 at 5:45PM either in person or via Skype, facetime or conference call. Motion carried with the following members voting aye: Supervisor Lyons and Councilmembers Jordan, Palow & Willsey.

AUTHORIZING TOWN CLERK TO ADVERTISE FOR LIVE-IN CARETAKER AT SWITZKILL FARM AND SCHEDULE INTERVIEWS

After discussion, Supervisor Lyons made a motion seconded by Councilmember Palow authorizing the Town Clerk to advertise for a live-in caretaker at Switzkill Farm and to schedule interviews on 6/13/18 starting at 6:00PM, every 15 minutes. Motion carried with the following members voting aye: Supervisor Lyons and Councilmembers Jordan, Palow & Willsey.

APPROVING EXPENDITURE TO ST. PETER'S LAB FOR WATER TESTING

After discussion, Supervisor Lyons made a motion seconded by Councilmember Jordan approving the expenditure to St. Peter's Lab for water testing in an amount not to exceed \$580. Motion carried with the following members voting aye: Supervisor Lyons and Councilmembers Jordan, Palow & Willsey.

AUTHORIZING SUPERVISOR LYONS TO ENTER INTO AGREEMENT WITH TYCO FOR ALARM MONITORING AT BERNE PUBLIC LIBRARY

After discussion, Supervisor Lyons made a motion seconded by Councilmember Palow authorizing Supervisor Lyons to enter into an agreement with Tyco for alarm monitoring at the Berne Public Library for an annual amount not to exceed \$350. Motion carried with the following members voting aye: Supervisor Lyons and Councilmembers Jordan, Palow & Willsey.

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AUTHORIZING SUPERVISOR LYONS TO ENTER INTO AGREEMENT WITH TYCO FOR ALARM MONITORING AT SWITZKILL FARM RETREAT HOUSE

After discussion, Supervisor Lyons made a motion seconded by Councilmember Palow authorizing Supervisor Lyons to enter into an agreement with Tyco for alarm monitoring at the Switzkill Farm Retreat House for an annual amount not to exceed \$350. Motion carried with the following members voting aye: Supervisor Lyons and Councilmembers Jordan, Palow & Willsey.

AUTHORIZING SUPERVISOR LYONS TO ENTER INTO AGREEMENT WITH ADVANCED ELECTRONIC RECYCLING

After discussion, Supervisor Lyons made a motion seconded by Councilmember Willsey authorizing Supervisor Lyons to enter into an agreement with Advanced Electronic Recycling for annual electronic waste removal at \$0.07/pound. Motion carried with the following members voting aye: Supervisor Lyons and Councilmembers Jordan, Palow & Willsey.

AUTHORIZING CHANGE ORDER #1 TO LAMONT ENGINEERS CONTRACT FOR BIDDING COORDINATION FOR SWITZKILL LODGE ROOF PROJECT

After discussion, Supervisor Lyons made a motion seconded by Councilmember Jordan authorizing Change Order #1 to include bill for Asbestos testing in the amount of \$1,019 which will result in an increase in the original proposal in the amount of \$236. Motion carried with the following members voting aye: Supervisor Lyons and Councilmembers Jordan, Palow & Willsey.

BILLS AND REPORTS

The Supervisor's, Town Clerk's and Building & Zoning Administrator's monthly reports were received and accepted.

Supervisor Lyons made the motion seconded by Councilmember Palow to approve payment of the following bills:

GENERAL FUND, HIGHWAY FUND & SEWER 2018.....\$51,517.80
ABSTRACT#050918.....\$51,517.80

Motion carried with the following members voting aye: Supervisor Lyons and Councilmembers Jordan, Palow & Willsey.

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MOTION TO ADJOURN

There being no further business, Supervisor Lyons made the motion seconded by Councilmember Jordan to adjourn the meeting. Motion carried with the following members voting aye: Supervisor Lyons and Councilmembers Jordan, Palow & Willsey.
Meeting adjourned at 9:33PM

Respectfully submitted,

Anita C. Clayton, Town Clerk

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RESOLUTION FOR RETIREMENT SYSTEM

Be it resolved that the Town Board hereby establishes the following standard workday for elected and appointed officials for the purpose of determining days worked reportable to the “New York State and Local Employees Retirement System”

Elected officials:

Supervisor, Town Clerk, Councilmember, Tax Collector, Assessors
6 hour day – 30 hours per week

Superintendent of Highways
8 hour day – 40 hours per week

Highway employees
8 hour day - 40 hours per week

Appointed officials

Full time - 8 hour day – 40 hours per week
Part time - 6 hour day – 30 hours per week

BE IT RESOLVED, that the Town of Berne hereby establishes the following as standard work days for elected and appointed officials; and will report the following days worked to the New York State and Local Employees Retirement System based on the record of activities maintained and submitted by the below listed officials to the clerk of this board.

Day		Standard	Term	Employee Record of	Reported
Title	Name	Work Day	Begins – Ends	Time Worked	Per Month

ELECTED OFFICIALS

Tax Collector					
Gerald O’Malley		6 hrs.	1/1/18-12/31/21	Y	16.21