

January 1, 2022

**STATE OF NEW YORK  
COUNTY OF ALBANY**

Supervisor Lyons welcomed everyone to the meeting.

After the Pledge of Allegiance, Supervisor Lyons administered the oaths of office to the newly elected Supervisor Dennis Palow. Supervisor Palow administered the oaths of office to the newly elected officials: Town Clerk Kristin De Oliveira; Town Board Member Anita C. Clayton; Town Board Member Thomas Doolin; Town Board Member Leo Vane; Highway Superintendent Randy Bashwinger; Tax Collector Debra Flagler; Justice Albert Raymond & Justice Alan Zuk; Assessor Melanie Bunzey. Also present was Attorney Afzali.

**MOTION #1 APPOINTING ALBERT THIEM AS COUNCILMEMBER**

Supervisor Palow made a motion seconded by Councilmember Vane to appoint Albert Theim as Councilmember for the term ending 12/31/22. Motion carried with the following roll call vote: Supervisor Palow and Councilmembers Clayton, Doolin & Vane voting aye

**RESOLUTION #1  
SET WAGE SCHEDULE**

The following resolution was offered and moved by Supervisor Palow seconded by Councilmember Clayton:

**BE IT RESOLVED** that the wages for the following town officers and appointees be set at the amount provided in the annual budget for 2022:

<b>POSITION</b>	<b>WAGES</b>	<b>PAID</b>
Supervisor	23,000.00 (annually)	Monthly
Deputy Supervisor	2,000.00 (annually)	Semi-Annually
Town Justice (2) each	10,280.50 (annually)	Monthly
Councilmen (4) each	3,744.25 (annually)	Monthly
Town Clerk	38,043.00 (annually)	Bi-weekly
Highway Superintendent	58,160.00 (annually)	Bi-weekly
Highway Deputy Superintendent	2,400.00 (annually)	Quarterly
Tax Collector	7,285.00 (annually)	Monthly
Deputy Tax Collector	2,060.00 (annually)	Quarterly
Assessor (Chairman)	14,047.00 (annually)	Monthly
Assessor (1)	12,993.00 (annually)	Monthly
Assessor (2)	7,877.00 (annually)	Monthly
Historian	400.00 (annually)	Quarterly
Senior Account Clerk G	29,103.00 (annually)	Bi-weekly
Senior Account Clerk H	29,103.00 (annually)	Bi-weekly
Registrar of Vital Statistics	4,800.00 (annually)	Quarterly

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Planning Board Chairman	2,246.00 (annually)	Quarterly
Planning Board Members (4) each	1,803.00 (annually)	Quarterly
Zoning Board Chair	824.00 (annually)	Quarterly
Zoning Board Members	618.00 (annually )	Quarterly
Records Management I	2,400.00 (annually)	Semi-Annually
Records Management II	2,400.00 (annually)	Semi-Annually

Solid Waste Coordinator	4,100.00 (annually)	Bi-weekly
Acct. Clerk I Highway	19.00 per hr.	Bi-weekly
Deputy Town Clerk	17.00 per hr.	Bi-weekly
Keyboard Typist I/Admin Office		
Assistant & Sewer Clerk	19.95 per hr.	Bi-weekly
Building Zoning Inspector	19.57 per hr.	Bi-weekly
Code Enforcement Officer	26.25 per hr.	Bi-weekly
Justice Court Clerk	22.71 per hr.	Bi-weekly
Working Foreman (Bargaining Unit)	25.49 per hr. (no longevity)	Bi-weekly
Highway Employees (Bargaining Unit)	23.80 per hr. (no longevity)	Bi-weekly
New Highway Employees	22.80 per hr. (no longevity)	Bi-weekly
Seasonal Highway Employees-winter	17.85 per hr.	Bi-weekly
Seasonal Highway Employees–summer	17.85 per hr.	Bi-weekly
Buildings Laborer I /Transfer Station/Alternate Wastewater Operator (Part time permanent)	20.13 per hr.	Bi-weekly
Buildings Laborer II /Transfer Station/Alternate Wastewater Operator (Part time permanent)	19.57 per hr.	Bi-weekly
Laborer - Transfer Station (pt permanent)	19.57 per hr.	Bi-weekly
Wastewater Treatment Plant Operators	22.06 per hr.	Bi-weekly
Alternate Wastewater Operator (new)	18.00 per hr.	Bi-weekly
Jurors	13.20 per hr.	Voucher
Custodian	17.64 per hr.	Bi-weekly
Senior Acct. Clerk/Sewer	27.98 per hr.	Bi-weekly
Library Manager	18.54 per hr.	Bi-weekly
Library Assistant	16.23 per hr.	Bi-weekly
Library Clerk	13.91 per hr.	Bi-weekly
Library Page	13.20 per hr.	Bi-weekly
Cultural Personal Transportation Employee	19.57 per hr.	Bi-weekly
Dog Control Officer Regular	19.00 per hr.	Bi-weekly
Dog Control Officer Differential Rate	24.00 per hr.	Bi-weekly

Resolution was declared duly adopted with the following roll call vote:

Supervisor Palow .....	aye	Councilmember Thiem.....	aye
Councilmember Clayton...	aye	Councilmember Vane.....	aye
Councilmember Doolin.....	aye		

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**MOTION # 2**

Supervisor Palow moved to designate **The Bank of Greene County** as the official depository bank and that **THE ALTAMONT ENTERPRISE** be designated as the official newspaper for the town for the year 2022. Motion was seconded by Councilmember Doolin and carried by the following vote: Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane - Aye

**MOTION #3**

Supervisor Palow moved to establish the second Wednesday of each month at **7:00** p.m. as the time and date for **REGULAR TOWN BOARD MEETINGS** and the fourth Wednesday of each month at **7:00** p.m. if, as and when necessary to conduct town business. From here forward these meetings will be held at the Berne Community and Senior Services Building located at 1360 Helderberg Trail, Berne NY. The motion was seconded by Councilmember Thiem and carried by the following vote: Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane - Aye

**MOTION #4**

Councilmember Doolin moved that the SUPERVISOR be and he hereby is authorized to pay all utility bills, postage, electronic data fees, and website renewal fees without prior audit. The motion was seconded by Councilmember Thiem and carried by the following vote: Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane - Aye

**MOTION #5**

Supervisor Palow made the motion seconded by Councilmember Clayton that the **HIGHWAY SUPERINTENDENT** be and he hereby is authorized to purchase gas and diesel fuel through state contract. The motion carried by the following vote: Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane - Aye

**MOTION #6**

Councilmember Clayton made the motion seconded by Councilmember Doolin that the Supervisor be and he hereby is authorized to enter into an agreement with Community Caregivers and CDTA for the purpose of administering the Town of Berne Shuttle Service. The motion carried by the following roll call vote: Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane - Aye

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**MOTION #7**

Councilmember Vane made the motion that the Supervisor be and he hereby is authorized to enter into an agreement with the **TOWN OF BERNE LIBRARY** for the purpose of operating and supporting the library. The motion was seconded by Councilmember Doolin and carried by the following roll call vote: Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane - Aye

**MOTION #8**

Councilmember Clayton made the motion that the **Town Board members; Town Supervisor; Tax Collector, Deputy Tax Collector, Town Clerk and Deputy Town Clerk, Town Justices and Town Court Clerk, Highway Superintendent, Code Enforcement Officer, Building & Zoning Inspector and Senior Account Clerk** be authorized to attend training and that all expenses incurred be reimbursed. Motion was seconded by Councilmember Doolin and carried with the following roll call vote: Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane - Aye

**MOTION #9**

Supervisor Palow made the motion seconded by Councilmember Clayton that the Highway Superintendent be and he hereby is authorized to renew the **MEMORANDUM OF UNDERSTANDING** regarding the Stream Protection Law between NYSDEC and the Town of Berne. The motion was carried by the following roll call vote: Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane - Aye

**MOTION #10**

Councilmember Clayton made the motion, seconded by Councilmember Vane that the Supervisor be and he hereby is authorized to enter into an agreement with the **HELDERBERG AMBULANCE** for the year 2022 at a cost of 83,967. Motion carried with the following roll call vote Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane - Aye

**MOTION #11**

Supervisor Palow made the motion, seconded by Councilmember Vane that an MOA be established between the Town of Berne and the managing body for the Senior Meals Program. Motion carried with the following roll call vote: Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane - Aye

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**MOTION #12**

Supervisor Palow moved to authorize the HIGHWAY SUPERINTENDENT to spend up to \$2,500 for purchase of tools, tires and equipment from New York State contract and/or the Albany County Purchasing Department; other County, State or Federal contracts without prior approval by the Town Board. The motion was seconded by Councilmember Doolin and carried by the following vote: Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane - Aye

**MOTION #13**

Supervisor Palow made the motion seconded by Councilmember Vane that the HIGHWAY SUPERINTENDENT be and he hereby is authorized to purchase gas and diesel fuel through state contract. The motion carried by the following vote: Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane - Aye

**MOTION #14**

Councilmember Clayton made the motion, seconded by Councilmember Thiem that the following be designated as paid holidays for the year 2022.

Martin Luther King Day	Monday, 1/17/22
President's Day	Monday, 2/21/22
Memorial Day	Monday, 5/30/22
Juneteenth	Monday, 6/20/22
July 4 <sup>th</sup>	Monday 7/4/22
Labor Day	Monday, 9/5/22
Columbus Day	Monday, 10/10/22
Veteran's Day	Friday, 11/11/22
Thanksgiving	Thursday & Friday, 11/24/22 & 11/25/22
Christmas	Monday, 12/26/22
New Year's Day	Monday, 1/2/23

Motion carried with the following roll call vote: Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane - Aye

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**MOTION #15**

Supervisor Palow made the motion, seconded by Councilmember Vane that Joseph Martin be appointed as Planning Board Chairman for a term of two years. Motion carried with the following roll call vote: Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane - Aye

**MOTION #16**

Supervisor Palow made the motion, seconded by Councilmember Clayton that Thomas Spargo be appointed as Zoning Board of Appeals Chairman for a term of one year. Motion carried with the following roll call vote: Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane – Aye

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**RESOLUTION #2**

**APPOINTMENTS**

Supervisor Palow offered and moved the following resolution seconded by Councilmember Clayton:

Deputy Supervisor	Anita Clayton
Director-Emergency Management& Sewer District Management	Dennis Palow
Registrar, Records Management	Kristin De Oliveira
Human Resource Coordinator	Kristin De Oliveira
Dog Control Officer	Donna Ferraino
Chairman of Assessors	Brian Crawford
Code Enforcement Officer	Kevin Flensted
Deputy Highway Superintendent	James Deitz
Deputy Town Clerk	vacant
Deputy Registrar (no salary)	Anita Clayton
Assistant Human Resource Coordinator	Andrea Borst
Deputy Tax Collector	vacant
Historian	Sandra Kisselback
Planning Board Chairman (2 years -12/31/2023)	Joseph Martin
Zoning Board Chairman (1 year -12/31/2022)	Thomas Spargo
Zoning Board Member (5 year – 12/31/2026)	Thomas Spargo
Conservation Board Member (1 year -12/31/2022)	Sue Hawkes-Teeter
Conservation Board Member (1 year- 12/31/2022)	Cynthia Johnson
Conservation Board Member (1 year –12/31/2022)	vacant
Parks & Recreation Board Chairman (1 year – 12/31/22)	Sean Lyons
Board of Assessment Review (5 year term)	Emilie Wright
Board of Assessment Review	vacant
Solid Waste Coordinator	Randy Bashwinger

Resolution was declared duly adopted with the following roll call vote:

Supervisor Palow..... aye	Councilmember Thiem..... aye
Councilmember Clayton... aye	Councilmember Vane..... aye
Councilmember Doolin..... aye	

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**LIAISON APPOINTEES**

Supervisor Palow designated as liaison personnel between various departments of town government the following officers:

**LIBRARY** – Dennis Palow  
**SENIOR MEAL PROGRAM** – Mat Harris

**PROCLAMATION**

Supervisor Palow read a memorandum written to honor and thank Sean Lyons for his service as supervisor over the last 4 years.

The Proclamation read as follows:

By and from the Town Board of the Town of Berne

**WHEREAS, SEAN S. LYONS** has faithfully served the residents of the Town of Berne as Supervisor from 2018 through 2021 giving not only of his time and energies, but also of his leadership, competence, and knowledge; and

**WHEREAS, SEAN S. LYONS** guided the Town of Berne through an epic pandemic and has supported many causes such as Kenneth’s Army; and

**WHEREAS, SEAN S. LYONS** was born in 1969 to Donna and Richard Lyons and occupies the house he grew up in on Bradt Hollow Road; and has two sisters, Maureen and Jessica, one brother Scott and a daughter, Megan; and

**WHEREAS, SEAN S. LYONS** met his lovely wife, Jennifer in 1999 while working at Plug Power and married on July 18, 2009; and

**WHEREAS, SEAN S. LYONS**, is an avid advocate for Veterans and is President and Social Media Coordinator of Capital District Patriot Flight and is currently employed as a civilian for the US Army at the Watervliet Arsenal as Facilities Manager and Project Coordinator; and

**WHEREAS, SEAN S. LYONS** enjoys NASCAR, football (GO ARMY), fishing and spending time with his dog, Gus; and



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**WHEREAS**, in his official capacity, **SEAN S. LYONS** has dedicated his time and energy to the health, safety and comfort of this community.

**NOW, THEREFORE, BE IT RESOLVED** that as duly elected members of the Berne Town Board, we would like to congratulate and commend **SEAN S. LYONS** for his years of dedicated and successful service, for always taking the high road through adverse conditions and for holding the safety and welfare of the residents of our community first, and we urge all the citizens and employees of our town to join me and the Town Board in expressing our sincere appreciation to him for his unwavering dedication and service to our community. Congratulations on an outstanding career with the Town of Berne and we wish you many continued years of happiness and good health

**ADJOURN**

There being no further business, Supervisor Palow thanked the audience for joining and wished everyone a happy new year. Supervisor Palow made the motion seconded by Councilmember Doolin to adjourn the meeting. Motion carried with the following roll call vote: Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane – Aye

Supervisor Palow thanked all the families for joining and supporting all of the new elected officials as well as wishing everyone a happy new year.

Meeting adjourned at 1:35 PM.

Respectfully submitted,

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Kristin De Oliveira, Berne Town Clerk