

JANUARY 10, 2023

STATE OF NEW YORK
COUNTY OF ALBANY

Organizational Meeting

Supervisor Palow welcomed everyone to the meeting at 6:32PM. Role call attendance Supervisor Palow, Councilmembers Clayton, Doolin, Thiem, and Vane. Town Clerk Kristin De Oliveira was also in attendance.

Supervisor Palow administered the Oath of Office to Albert Thiem term ending 12/31/2023 as Town Councilmember.

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 2023:

POSITION	WAGES		PAID
Supervisor	\$ 23,000.00	annually	Monthly
Deputy Supervisor	\$ 5,000.00	annually	Semiannually \$2500
Town Justice (2) each	\$ 10,280.50	annually	Monthly
Councilmen (4) each	\$ 3,856.00	annually	Monthly
Town Clerk	\$ 49,484.00	annually	semi monthly
Highway Superintendent	\$ 65,500.00	annually	Bi-Weekly
Highway Deputy Superintendent	\$ 5,000.00	annually	Quarterly
Tax Collector	\$ 7,285.00	annually	Monthly
Deputy Tax Collector	\$ 2000	annually	Quarterly
Assessor (1)	\$ 15,000.00	annually	Monthly
Assessor (2)	\$ 13,000.00	annually	Monthly
Historian	\$ 400.00	annually	Quarterly
Senior Account Clerk G	\$ 30,000.00	annually	semi monthly
Senior Account Clerk H	\$ 30,000.00	annually	semi monthly
Registrar of Vital Statistics	\$ 4,800.00	annually	semi annually

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Planning Board Chairman	\$ 2,500.00	annually	Quarterly
Planning Board Members Each (4)	\$ 1,850.00	annually	Quarterly
Zoning Board Chair	\$ 850.00	annually	Quarterly
Zoning board Members Each {4}	\$ 637.00	annually	Quarterly
Records Management 1	\$ 3,000.00	annually	Quarterly
Records Management 2	\$ 1,800.00	annually	Quarterly
Human Resources Coordinator 1	\$ 2,400.00	annually	Annually
Human Resources Coordinator 2	\$ 2,400.00	annually	Annually
Records Management Covid 1	\$ 250.00	annually	Annually
Records Management Covid 2	\$ 250.00	annually	Annually
Solid Waste /Transfer Station Coordinator	\$ 4,500.00	annually	Bi-Weekly
Buildings Laborer1/Transfer Station/Alternate Wastewater fulltime	\$ 43,000.00	annually	Bi-Weekly
Account Clerk I Highway (part time perm)	\$ 20.00	per hour	Bi-Weekly
Deputy Town Clerk	\$ 18.00	per hour	Bi-Weekly
Admin. Office Assistant Clerk Buildings Department	\$ 20.00	per hour	Bi-Weekly
Building Zoning Inspector	\$ 25.00	per hour	Bi-Weekly
Justice Court Clerk	\$ 23.39	per hour	Bi-Weekly
Working Foreman base (Bargaining Unit) no longevity	\$ 25.49	per hour	Bi-Weekly
Highway Employees Base (Bargaining Unit) no longevity	\$ 23.80	per hour	Bi-Weekly
New Highway Employee (Bargaining Unit) no longevity	\$ 22.80	per hour	Bi-Weekly

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Seasonal Highway Employees - winter	\$ 20.00	per hour	Bi-Weekly
Seasonal Highway Employees - summer	\$ 20.00	per hour	Bi-Weekly
Buildings Laborer 2/Transfer Station/Alternate Wastewater (part time perm)	\$ 20.15	per hour	Bi-Weekly
Laborer Transfer Station (part time perm)	\$ 20.00	per hour	Bi-Weekly
Wastewater Treatment Plant Operators	\$ 22.72	per hour	Bi-Weekly
Wastewater Treatment Plant Operators Differential	\$ 34.08	per hour	Bi-Weekly
Wastewater Treatment Plant Operators Holiday	\$ 45.44	per hour	Bi-Weekly
Alternate Wastewater Treatment Plant (new)	\$ 18.00	per hour	Bi-Weekly
Custodian (part time)	\$ 17.75	per hour	Bi-Weekly
Sewer Administrative Senior Clerk	\$ 3,200.00	annually	Quarterly
Sewer Administrative Clerk	\$ 1,200.00	annually	Quarterly
Library Manager	\$ 19.10	per hour	Bi-Weekly
Library Assistant	\$ 16.72	per hour	Bi-Weekly
Library Clerk	\$ 14.36	per hour	Bi-Weekly
Library Page	\$ 14.20	per hour	Bi-Weekly
Cultural Transportation Employee	\$ 19.95	per hour	Bi-Weekly
Jurors	\$ 14.20	per hour	Voucher
Animal Control Officer Regular	\$ 19.57	per hour	Bi-Weekly
Animal Control Officer Differential Rate	\$ 24.72	per hour	Bi-Weekly

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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		

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
Animal Control Officer	Donna Ferraino
Code Enforcement Officer	Jason Preisner
Deputy Highway Superintendent 12/31/2024	Vacant
Deputy Town Clerk	Valerie Komjathy
Assistant Human Resource Coordinator	Andrea Borst
Deputy Tax Collector	Barbara Hoerning
Historian	Sandra Kisselback
Zoning Board Chairman (3 year -12/31/2026)	Thomas Spargo
Planning Board Member 5 year 12/31/2027	Kristopher Bremer
Zoning Board Member 5 years 12/31/2027	Donald Bauer
Conservation Chairman (1 year 12/31/2023)	Kathy Moore
Conservation Board Member (1 year -12/31/2023)	Sue Hawkes-Teeter
Conservation Board Member (1 year- 12/31/2023)	Cynthia Johnson
Conservation Board Member (1 year –12/31/2023)	Nancy Engel
Parks & Rec Board Chairman (3 year – 12/31/25)	Mary Claire Ansboro
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		

MOTION # 1

Supervisor Palow moved to designate **The Bank of Greene County** as the official depository bank and that **The Spotlight News** be designated as the first choice as the official newspaper for the town for the year 2023. Motion was seconded by Councilmember Clayton and carried by the following vote: Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane - Aye

MOTION #2

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 Doolin and carried by the following vote: Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane - Aye

MOTION #3

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

MOTION #4

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 #5

Councilmember Clayton made the motion seconded by Councilmember Doolin that the Supervisor be and he hereby is authorized to enter into an agreement 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

MOTION #6

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 as well as approving holidays listed in the employee handbook as paid holidays and that the Library will be closed on said holidays. The motion was seconded by Supervisor Palow and carried by the following roll call vote: Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane - Aye

MOTION #7

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

MOTION #8

Supervisor Palow made the motion seconded by Councilmember Thiem 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 #9

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 2023 at a cost of \$60,000. Motion carried with the following roll call vote Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane - Aye

MOTION #10

Supervisor Palow moved to authorize the HIGHWAY SUPERINTENDENT to spend up to \$5,000 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 Vane and carried by the following vote: Supervisor Palow, Councilmembers Clayton, Doolin, Thiem & Vane – Aye

MOTION #11

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, 1/16/23
President’s Day	Monday, 2/20/23
Memorial Day	Monday, 5/29/23
Juneteenth	Monday, 6/19/23
July 4 th	Tuesday 7/4/23
Labor Day	Monday, 9/4/23
Columbus Day	Monday, 10/9/23
Veteran’s Day	Saturday 11/11/23
Thanksgiving	Thursday & Friday, 11/23/23 & 11/24/23
Christmas	Monday, 12/25/23
New Year’s Day	Monday, 1/1/24

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

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 Meeting adjourned at 6:59PM.

Respectfully submitted,

Kristin De Oliveira, Berne Town Clerk