

**STATE OF NEW YORK
ALBANY COUNTY**

REGULAR MONTHLY MEETING

Town Supervisor Palow led the pledge of allegiance and called the meeting to order at 7:03PM with the following roll call attendance: Councilmembers Clayton, Doolin, Thiem and Vane were present. Also, present Highway Superintendent Bashwinger and Town Clerk Kristin De Oliveira.

DISCUSS/APPROVE MEETING MINUTES

Supervisor Palow made a motion seconded by Councilmember Clayton to approve the meeting minutes from July 12, 2023, Supervisor Palow & Councilmembers Clayton Doolin, Thiem and Vane all voting aye.

PUBLIC COMMENT

William Slingerland, a new hire for the Highway Department wanted to formally introduce himself to the Town Board as the newest Shop Stewart and say hello.

DEPARTMENT REPORTS

Highway- Superintendent Bashwinger told of the new trucks that were ordered last year are being built in December and will take about 2-4 months to be fitted and should arrive next Spring. The Highway Department has been busy digging ditches and spreading crusher run onto the dirt side roads.

Transfer Station- Superintendent Bashwinger told of the \$1100 in recycling money that was recently deposited. He has also started looking at quotes to resurface the parking lot and New Scotland paving is willing to help with labor if we are able to buy material.

Library- Director Kathy Stempel was not present as today August 9 would be the last music in the park for the summer at the Town Park, Supervisor Palow encouraged everyone to join for open mic night.

Parks & Recreation- Parks and Recreation Chair Ansboro wanted to remind everyone about Summer Fest being held by the Berne Fire Department on August 12. Also, a reminder about Oktoberfest October 7 2023 at Town Park, more details to come soon.

Zoning Board of Appeals- Chairman Tom Spargo announced there had been meetings in both June and July regarding some issues on Helderberg Lake which have some legal complications at this time there is no scheduled meeting for The Zoning Board of Appeals.

OLD BUSINESS

Update on Letter of Support for Helderwyck Farm

Councilmember Clayton discussed the proposed letter of support from the June Board meeting for Helderwyck Farm. Erin Bradt a Town Resident was seeking a letter to obtain Farmland Protection funding through NYS Agriculture and Markets with the help of Mohawk Hudson Conservancy for her farm on Long Road. Councilmember Clayton made a motion seconded by Councilmember Vane to not support the cause and stated that no letter would be submitted, on a roll call vote:

- | | |
|------------------------------|------------------------------|
| Supervisor Palow.... Nay | Councilmember Clayton... Nay |
| Councilmember Doolin.... Nay | Councilmember Thiem... Nay |
| Councilmember Vane... Nay | |

Switzkill Farm Update

Councilmember Clayton discussed that the Town has still been sorting out details working with Albany County for an agreement with Switzkill Farm. The Deed has been reviewed and has many restrictions even beyond the Conservation Easement with the original purchase that included other easements. Mark King from Mohawk Hudson and Councilmember Clayton have also been working to clarify details on the restrictions in place including that the Town cannot sell or give away the property but can only partner.

NEW BUSINESS

MUNIS Tyler Technology Upgrade & Edmunds Gov Tech Quote for Accounting Software

Town Clerk De Oliveira and Senior Account Clerk Andrea Borst put together a short presentation for the Town Board and discussed the changes to come with the Town’s current accounting software company Munis from Tyler Technologies. The Town started using the software in 2011 and has many modules we do not have access to. The Town currently utilizes software from Edmunds Gov Tech for the Town Clerk, Building Department, Assessors, and the Tax Collector. Having all departments using the same software would create fluidity and ease. Councilmember Vane made a motion, seconded by Councilmember Clayton to approve the purchase of Edmunds Gov Tech Accounting Software in an amount not to exceed \$36,750.00, Supervisor Palow and Councilmembers Clayton, Doolin, Thiem & Vane all voting aye.

Supervisor Palow made a motion seconded by Councilmember Vane to pay the bill for Edmunds Gov Tech from A878 Capital Reserve Fund Supervisor Palow and Councilmembers Clayton, Doolin, Thiem & Vane all voting aye.

Authorize Town Clerk to Advertise for Animal Control Officer

Supervisor Palow announced that the ACO Donna Ferraino resigned on July 21, 2023 and made a motion to authorize Town Clerk De Oliveira to advertise for the position of ACO, seconded by Councilmember Vane, Supervisor Palow and Councilmembers Clayton, Doolin, Thiem & Vane all voting aye.

Interview for Planning Board Alternant Position

Supervisor Palow asked the Town Board to each reach out to applicant Steve Khoury individually and to review his resume and letter of intent to serve the Town as a Planning Board Alternant. The Board will discuss at the next meeting.

Discuss/ Approve DEC Permit for Fuel Tank at Transfer Station Renewal

The permit renewal for the fuel holding tank at the Transfer Station through DEC, a SPES permit is due in the amount of \$500 for a 5-year period. Supervisor Palow made a motion seconded by Councilmember Clayton to approve the payment of \$500 to the Department of Environmental Conservation, Supervisor Palow and Councilmembers Clayton, Doolin, Thiem & Vane all voting aye.

Town of Berne Museum Seasonal Hours

Supervisor Palow announced the Town Historian Sandra Kisselback will be opening the Town of Berne Museum located at 1656 Helderberg Trail (Town Hall Upstairs) on Sundays from 12:00-3:00PM seasonally through the month of September.

Motion to Approve Pay Rate for new Part Time Highway Employee

Supervisor Palow made a motion seconded by Councilmember Vane to approve the part- time hire for David Chase part- time temporary highway laborer, FLSA non-exempt employee, unclassified non-competitive civil service at rate of \$20 per hour not to exceed 28 hours per week, Supervisor Palow and Councilmembers Clayton, Doolin, Thiem & Vane all voting aye.

Discuss/Approve Bill from Watkins Spring for Truck 22 Repair

Highway Superintendent Bashwinger sent a quote to the board for the repair of Truck 22 (Parks & Recreation truck) from Watkins Spring Co, Supervisor Palow made a motion seconded by Councilmember Clayton to approve the payment in an amount not to exceed \$1845.70, Supervisor Palow and Councilmembers Clayton, Doolin, Thiem & Vane all voting aye.

Discuss/Approve Bill from Greg's Towing for Parks and Rec Truck

Highway Superintendent Bashwinger sent a quote to the Town Board for the repair of the Parks & Recreation truck from Gregs Towing, Supervisor Palow made a motion seconded by Councilmember Clayton to approve the payment in an amount not to exceed \$1540.43, Supervisor Palow and Councilmembers Clayton, Doolin, Thiem & Vane all voting aye.

Discuss/Approve Carver Bills for Minus Millings

Supervisor Palow made a motion to approve the payment of invoices to Carver for Minus Millings in the amount of \$4289.27 and \$3652.96 seconded by Councilmember Doolin, Supervisor Palow and Councilmembers Clayton, Doolin, Thiem & Vane all voting aye.

DISCUSSION AND APPROVAL OF MONTHLY FINANCIAL REPORTS

Supervisor Palow made a motion to accept the Supervisor's Financial Reports from July 2023 seconded by Councilmember Clayton including:

- Packet A – Abstracts
- Packet B- Budget to Actual Reports Supervisors' reports for revenue per fund, Supervisor's reports for expenditures per fund and budget transfers report if required.
- Packet C – Bank Reconciliations and bank statements for July
- Packet D - Cash balance report and Balance sheet Report

Motion carried with the following roll call vote: Supervisor Palow and Councilmembers Clayton, Doolin, Thiem and Vane all voting aye.

Supervisor Palow made a motion to accept the Town Clerk's Financial Report from July 2023 seconded by Councilmember Doolin, motion carried with the following roll call vote: Supervisor Palow and Councilmembers Clayton, Doolin, Thiem and Vane all voting aye.

Supervisor Palow made a motion to accept the Building and Zoning's Financial Report from July 2023 seconded by Councilmember Vane, motion carried with the following roll call vote: Supervisor Palow and Councilmembers Clayton, Doolin, Thiem and Vane all voting aye.

AUTHORIZING BUDGET TRANSFERS FOR JULY

After discussion, Supervisor Palow made a motion seconded by Councilmember Clayton that the budget transfers for July be authorized. Motion carried with the following vote: Supervisor Palow and Councilmembers Clayton, Doolin, Thiem and Vane all voting aye.

APPROVING ABSTRACTS AND PAYMENT OF MONTHLY BILLS

After discussion, Supervisor Palow made a motion seconded by Councilmember Clayton to approve the following abstracts and payment bills:

- Abstract #31 2023 \$18,550.93 (Vouchers 743-762) Prepaid Utilities
 - Abstract #32 2023 \$90,937.70 (Vouchers 763-851) Regular Abstract
- Total Abstracts: \$109,488.63**

Motion carried with the following vote: Supervisor Palow and Councilmembers Clayton, Doolin, Thiem and Vane all voting aye.

GENERAL FUND, HIGHWAY FUND, SEWER, UTILITIES WITHHOLDINGS FOR 2023

Supervisor Palow made a motion seconded by Councilmember Doolin to authorize payment of bills -motion carried with the following roll call vote: Supervisor Palow and Councilmembers Clayton Doolin, Thiem and Vane all voting aye.

MOTION TO ADJOURN

Supervisor Palow announced that the next Town Board meeting would be held on the fourth Wednesday of September 27th at 7:00PM.

Town Supervisor Palow made the motion seconded by Councilmember Clayton to adjourn the meeting. Motion carried with the following roll call vote: Supervisor Palow and Councilmembers Clayton, Doolin, Thiem and Vane all voting aye. The meeting adjourned at **8:07PM**.

Respectfully submitted,

Kristin De Oliveira, Town Clerk