

January 3, 2024

**STATE OF NEW YORK  
COUNTY OF ALBANY**

**2024 ORGANIZATIONAL MEETING**

Supervisor Palow welcomed everyone to the meeting at 6:03PM. After the Pledge of Allegiance Supervisor Palow administered the oaths of office to the newly elected Town Board Member Joseph Martin, Town Board Member Albert Thiem and Town Justice Jeffrey Harvey.

Role call attendance Supervisor Palow, Councilmembers Martin, Doolin, Thiem, and Vane , Town Clerk Kristin De Oliveira and Attorney Afzali were also in attendance.

**RESOLUTION #1 SET WAGE SCHEDULE**

The following resolution was offered and moved by Supervisor Palow seconded by Councilmember Vane.

**BE IT RESOLVED** that the wages for the following town officers and appointees be set at the amount provided in the annual budget for 2024:

<b>POSITION</b>	<b>WAGES</b>		<b>PAID</b>
Supervisor	\$ 23,000.00	annually	Monthly
Deputy Supervisor	\$ 5,000.00	annually	Monthly
Town Justice (2) each	\$ 10,280.50	annually	Monthly
Councilmen (4) each	\$ 3,856.00	annually	Monthly
Town Clerk	\$ 49,484.00	annually	Bi-Weekly
Highway Superintendent	\$ 65,500.00	annually	Bi-Weekly
Highway Deputy Superintendent	\$ 5,000.00	annually	Monthly
Tax Collector	\$ 7,285.00	annually	Monthly
Deputy Tax Collector	\$ 2,000.00	annually	Monthly
Assessor (1)	\$ 15,000.00	annually	Monthly
Assessor (2)	\$ 13,000.00	annually	Monthly
Historian	\$ 400.00	annually	Monthly
Senior Account Clerk	\$ 60,000.00	annually	Bi-Weekly

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Registrar of Vital Statistics	\$ 4,800.00	annually	Monthly
Planning Board Chairman	\$ 2,500.00	annually	Monthly
Planning Board Members Each (4) & 1 alternate	\$ 1,850.00	annually	Monthly
Zoning Board Chair	\$ 850.00	annually	Monthly
Zoning board Members Each {4 }& 1 alternate	\$ 637.00	annually	Monthly
Records Management 1	\$ 3,000.00	annually	Monthly
Records Management 2	\$ 1,800.00	annually	Monthly
Human Resources Coordinator 1	\$ 2,400.00	annually	Monthly
Human Resources Coordinator 2	\$ 2,400.00	annually	Monthly
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 6 month provisional adjustment to \$20.00	\$ 19.00	per hour	Bi-Weekly
Admin. Office Assistant Clerk Buildings Department	\$ 20.00	per hour	Bi-Weekly
Part Time Code Enforcement Officer	\$ 26.00	per hour	Bi-Weekly
Part Time Building Inspector	\$ 22.00	Per hour	Bi- Weekly
Justice Court Clerk	\$ 23.39	per hour	Bi-Weekly
Working Foreman base (Bargaining Unit) no longevity	\$ 27.04	per hour	Bi-Weekly
Highway Employees Base (Bargaining Unit) no longevity	\$ 25.25	per hour	Bi-Weekly

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New Highway Employee (Bargaining Unit) no longevity	\$ 24.25	per hour	Bi-Weekly
Highway Mechanic	\$ 25.00	per hour	Bi-Weekly
Seasonal Highway Buildings Laborer 2/Transfer Station/Alternate Wastewater (part time perm)	\$ 20.00	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
Sewer Administrative Senior Clerk	\$ 3,800.00	annually	Monthly
Sewer Administrative Clerk	\$ 600.00	annually	Monthly
Library Manager	\$ 22.25	per hour	Bi-Weekly
Library Clerk	\$ 17.50	per hour	Bi-Weekly
Cultural Transportation Employee	\$ 19.95	per hour	Bi-Weekly
Jurors	Minimum wage	per hour	Voucher
Animal Control Officer Regular	\$ 19.57	per hour	Bi-Weekly
Animal Control Officer Differential Rate	\$ 24.72	per hour	Bi-Weekly

Resolution was declared duly adopted with the following roll call vote:  
 Supervisor Palow ..... aye      Councilmember Thiem.....aye  
 Councilmember Martin... aye      Councilmember Vane.....aye  
 Councilmember Doolin..... aye

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**RESOLUTION #2**

**APPOINTMENTS**

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

Deputy Supervisor	Joseph Martin
Director-Emergency Management& Sewer District Management	Dennis Palow
Registrar, Records Management	Kristin De Oliveira
Human Resource Coordinator	Kristin De Oliveira
Assistant Human Resource Coordinator	Andrea Borst
Animal Control Officer	VACANT
Code Enforcement Officer	VACANT
Deputy Highway Superintendent 12/31/2024	Jim Deitz
Deputy Town Clerk	VACANT
Assistant Human Resource Coordinator	Andrea Borst
Deputy Tax Collector 12/31/2024	Barbara Hoerning
Historian 12/31/2024	Sandra Kisselback
Planning Board Member	Steve Khoury
Planning Board Chair 12/31/2024	Kris Bremer
Planning Board Alternant 12/31/2024	Margaret Warner
Zoning Board Member ( 5 year term 12/31/2028)	Leo Godin
Conservation Chairman ( 1 year 12/31/2024)	Kathy Moore
Conservation Board Member (1 year -12/31/2024)	Sue Hawkes-Teeter
Conservation Board Member (1 year- 12/31/2024)	Cynthia Johnson
Conservation Board Member (1 year -12/31/2024)	Nancy Engel
Solid Waste Coordinator	Randy Bashwinger

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

Supervisor Palow..... aye	Councilmember Thiem..... aye
Councilmember Martin... 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 Altamont Enterprise** be designated as the first choice as the official newspaper for the town for the year 2024. Motion was seconded by Councilmember Thiem and carried by the following vote: Supervisor Palow, Councilmembers Martin, Doolin, Thiem & Vane - Aye

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

**MOTION #3**

Councilmember Vane moved that the SUPERVISOR be and he hereby is authorized to pay all utility bills and postage without prior audit, debt payments, legal notices via credit card and approved signed contractual obligations. The motion was seconded by Councilmember Martin and carried by the following vote: Supervisor Palow, Councilmembers Martin, Doolin, Thiem & Vane - Aye

**MOTION #4**

Councilmember Vane made the motion seconded by Supervisor Palow 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 Martin, Doolin, Thiem & Vane - Aye

**MOTION #5**

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

**MOTION #6**

Councilmember Doolin 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 Councilmember Vane and carried by the following roll call vote: Supervisor Palow, Councilmembers Martin, Doolin, Thiem & Vane - Aye

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**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, Historian 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 Martin, Doolin, Thiem & Vane - Aye

**MOTION #8**

Councilmember Thiem made the motion seconded by Councilmember Vane 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 Martin, Doolin, Thiem & Vane - Aye

**MOTION #9**

Councilmember Martin 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 2024 at a cost of \$101,508. Motion carried with the following roll call vote Supervisor Palow, Councilmembers Martin, Doolin, Thiem & Vane - Aye

**MOTION #10**

Councilmember Martin moved to authorize the HIGHWAY SUPERINTENDENT to spend up to \$5,000 for purchase of tools, tires, parts 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 Martin, Doolin, Thiem & Vane – Aye

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**MOTION #11**

Supervisor Palow made the motion, seconded by Councilmember Vane that the following be designated as paid holidays for the year 2024.

Martin Luther King Day	Monday, 1/15/24
President's Day	Monday, 2/19/24
Memorial Day	Monday, 5/27/24
Juneteenth	Wednesday, 6/19/24
July 4 <sup>th</sup>	Thursday, 7/4/24
Labor Day	Monday, 9/2/24
Columbus Day	Monday, 10/14/24
Veteran's Day	Monday 11/11/24
Thanksgiving	Thursday & Friday, 11/28/24 & 11/29/24
Christmas	Wednesday, 12/25/24
New Year's Day	Wednesday 1/1/25

Motion carried with the following roll call vote: Supervisor Palow, Councilmembers Martin, 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 Martin, Doolin, Thiem & Vane – Aye. The meeting was adjourned at 6:51PM.

Respectfully submitted,

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Kristin De Oliveira, Berne Town Clerk