

**State of New York
Albany County**

Regular Town Board Meeting

Town Supervisor Palow led the pledge of allegiance and called the meeting to order at 7:00PM with the following roll call attendance: Councilmembers Doolin, Giebelhaus, laCour and Palow were present, also in attendance Town Clerk De Oliveira and Highway Superintendent Bashwinger.

MOTION TO ACCEPT MEETING MINUTES

Supervisor Palow made a motion seconded by Councilmember Doolin to accept the draft meeting minutes from August 13, 2025, Supervisor Palow and Councilmembers Giebelhaus, laCour & Doolin voting aye.

CORRESPONDENCE

Budget Workshop Dates & Updated October Board Meeting Date

Supervisor Palow stated the budget workshop had been announced incorrectly at the August 13 meeting and were to be held October 21& 22 not September from 6pm-8pm at the Community Center. Supervisor Palow made a motion seconded by Councilmember Doolin to reschedule the October Town Board meeting to Tuesday October 7, 2025 at 7PM, Supervisor Palow and Councilmembers Giebelhaus, laCour & Doolin voting aye.

Town Park Fitness Court

Supervisor Palow announced the ribbon cutting ceremony for MVP Fitness Court at the Town Park sponsored by Albany County on Thursday September 18th at 10:30AM.

DEPARTMENT REPORTS

Parks & Recreation- Parks and Recreation Chair Ansbro asked for updates on the pavilion doors but was told they are still working on getting everything to complete them. She also stated she was very excited to see the MVP Fitness Area open and commented on our nice landscaping and fencing was that Albany County completed.

Highway- Superintendent Randy Bashwinger stated that the truck that had been in the shop was all repaired, originally it was stated the starter was bad but it turned into the motor being blown which has been replaced under warranty. He discussed the need to purchase salt and sand for the upcoming season as they prepare to also get sanders back into vehicles.

Library- Director Kathy Stempel discussed and handed out flyers for the upcoming great Heldercon. She thanked maintenance for installing the new display case at the library and also discussed the new hire on the agenda to start doing story time. Director Kathy Stempel has completed over 1125 story times during her time working at the Library with Heart! Thank you Miss Kathy, you have made so many wonderful memories for children in the Hilltowns.

Planning Board- Chairman Steve Khoury discussed home occupation applications, a minor subdivision as well as the continued work on rewriting the Solar code for the Town which will be presented to the Board for consideration when completed.

OLD BUISNESS

NEW SERVER FOR TOWN HALL & EDMUNDS MIGRATION

Supervisor Palow discussed the need to purchase a new server for the Town Hall, this was put into the 2025 budget, however the price has increased since the last quote. The new server is necessary for daily functions, properly running all databases for each office as well as security features. Supervisor Palow made a motion seconded by Councilmember Doolin to approve the purchase of a new server from Preville Technology in an amount not to exceed \$13,759.20 and to approve the payment to Edmunds GovTech for the migration of all databases to the new server in an amount not to exceed \$1,050 with a grand total of \$14,629.20 from the Capital Reserve Fund, Supervisor Palow and Councilmembers Doolin, laCour and Giebelhaus all voting aye.

AUTHORIZE GRANT MONEY FROM PARKS TO BE SPENT

Supervisor Palow made a motion seconded by Councilmember Doolin to authorizing the spending of the \$15,000.00 from Albany County for the Parks and Recreation Grant awarded in July to start phase one of the walking path at the Berne Memorial Town Park as well as installing lighting poles, Supervisor Palow and Councilmembers Doolin, laCour and Giebelhaus all voting aye.

SPECTRUM FRANCHISE AGREEMENT PUBLIC HEARING FOR OCTOBER

Supervisor Palow made a motion seconded by Councilmember Doolin to schedule a follow up public hearing for the pending Spectrum Franchise agreement on October 7, 2025 at 6:30PM at 1360 Helderberg Trail, Supervisor Palow and Councilmembers Doolin, laCour and Giebelhaus all voting aye.

PAVILLION DOORS UPDATE

Highway Superintendent discussed that there were not yet any updates on the pavilion doors. The Highway staff had been busy paving and working on shoulders over the last few weeks.

ASSESSOR APPLICANTS

Councilmember Giebelhaus made a motion seconded by Councilmember Doolin to appoint David Galarneau discussed to the Office of the sole appointed Assessor with a 6-year term set by Albany County. Supervisor Palow and Councilmembers Doolin, laCour and Giebelhaus all voting aye.

DISCUSS/APPROVE ZBA VACANCY

Supervisor Palow made a motion seconded by Councilmember Doolin to appoint Jarrett Carroll to the Zoning Board of Appeals for a 5 year term ending 12/31/2028, Supervisor Palow and Councilmembers Doolin, laCour and Giebelhaus all voting aye.

AWARD BID FOR SEWER MANDATE

The following resolution was offered by Supervisor Palow who moved for its adoption, seconded by Councilmember Doolin;

WHEREAS, The Board of the Town of Berne (“Town”) has issued solicitations for sealed bids for the construction of the Wastewater Treatment Plant Effluent Disinfection Project (“Project”) as set forth in the bid documents prepared by Lamont Engineers P.C.; and

WHEREAS, Lamont Engineers P.C. has reviewed the submitted bids for Contract No. 1 – General Construction and has identified Flach industries, Inc. of Selkirk, New York as the lowest responsive and responsible bidder and has recommended that the Town Board award the Base Bid in the amount of Seventy-Nine-Thousand, Five-Hundred-Twenty-Two and 00/100 Dollars (\$79,522); and

NOW, THEREFORE BE IT RESOLVED, that the Town Board does hereby award the Base Bid of Contract No. 1 – General Construction to Flach Industries, Inc. in the amount of Seventy-Nine-Thousand, Five-Hundred-Twenty-Two and 00/100 Dollars (\$79,522); and be it further

RESOLVED, that the Town Board authorizes and directs the Town Supervisor to execute the Notice of Award and related contract documents, any other documents necessary to implement the intent of the foregoing resolution in a form acceptable to Lamont Engineers P.C. and the Town Attorney as appropriate.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

Dennis Palow, Supervisor _____ aye

Thomas Doolin, Deputy Supervisor _____ aye

Melanie LaCour, Councilmember _____ aye

Joseph Giebelhaus, Councilmember _____ aye

The resolution was thereupon declared adopted.

NEW BUSINESS

HIRING OF ED DIBBLE FOR TRANSFER STATION

Supervisor Palow discussed the need for a part time employee on Saturdays at the Transfer Station and made a motion to hire Edward Dibble as a part time employee, non-civil service, for 8 hours weekly at \$20 an hour with a probationary period ending December 31, 2025, Supervisor Palow and Councilmembers Doolin, laCour and Giebelhaus all voting aye.

NEW HIRE FOR LIBRARY STORY TIME

Supervisor Palow made a motion seconded by Councilmember Doolin to hire Lauren Smith as a part time library clerk for 2 hours a week at \$17.50 an hour to administer story time, Supervisor Palow and Councilmembers Doolin, laCour and Giebelhaus all voting aye.

APPOINTMENT OF LIBRARY TRUSTEE

Supervisor Palow made a motion seconded by Councilmember Doolin to appoint Tom Walls to the Board of Library Trustees for a 5-year term ending 12/31/2029, Supervisor Palow and Councilmembers Doolin, laCour and Giebelhaus all voting aye.

ACO KENNEL DAMAGE

Supervisor Palow discussed recent events surrounding a dangerous dog case which led to a court hearing ordering the dog to put down at the expense of the Town as well as multiple doors at Helderberg Kennel LLC where the dog had been held after being seized. Supervisor Palow made a motion seconded by Councilmember Doolin to reimburse Paul Gribbin, Town ACO in the amount of \$ 343.44 for the cost of the euthanasia, Supervisor Palow and Councilmembers Doolin, laCour and Giebelhaus all voting aye.

Quotes were discussed for the three metals doors that were damaged, and Supervisor Palow made a motion to approve the doors to be purchased by the Town not to exceed \$1100, Supervisor Palow and Councilmembers Doolin, laCour and Giebelhaus all voting aye.

DISCUSSION AND APPROVAL OF MONTHLY FINANCIAL REPORTS

Supervisor Palow made a motion to accept the Supervisor's Financial Reports from August 2025 seconded by Councilmember Doolin 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 Doolin, laCour and Councilmember Giebelhaus voting aye.

Supervisor Palow made a motion to accept the Town Clerk's Financial Report from August 2025 seconded by Councilmember Doolin motion carried with the following roll call vote: Supervisor Palow and Councilmembers Doolin, laCour and Councilmember Giebelhaus voting aye.

Supervisor Palow made a motion to accept the Building and Zoning's Financial Report from August 2025 seconded by Councilmember Doolin, motion carried with the following roll call vote: Supervisor Palow and Councilmembers Doolin, laCour and Councilmember Giebelhaus voting aye.

APPROVING ABSTRACTS AND PAYMENT OF MONTHLY BILLS

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

Abstract #26 2025 \$4,000.00 (Voucher 437) Regular Abstract
Abstract #27 2025 \$14,518.65 (Vouchers 438-445) Prepaid Utilities
Abstract #28 2025 \$27,483.77 (Vouchers 446-478) Regular Abstract
Abstract #29 2025 \$5,878.70 (Vouchers 479-482) Regular Abstract
Total Abstracts: \$51,881.12

Motion carried with the following roll call vote: Supervisor Palow and Councilmember Doolin, laCour and Councilmember Giebelhaus voting aye.

GENERAL FUND, HIGHWAY FUND, SEWER, UTILITIES WITHHOLDINGS FOR 2025

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

MOTION TO ADJOURN

Town Supervisor Palow made the motion seconded by Councilmember Doolin to adjourn the meeting. Motion carried with the following roll call vote: Supervisor Palow and Councilmembers Doolin, laCour and Giebelhaus all voting aye. The meeting adjourned at **7:41PM.**

Respectfully submitted,

Kristin De Oliveira, Town Clerk