

**STATE OF NEW YORK  
COUNTY OF ALBANY**

**2026 Organizational Meeting  
1360 Helderberg Trail Berne NY 12023**

**Call to Order**

Supervisor **Giebelhaus** called the meeting to order and led the Pledge of Allegiance.

**Administration of Oaths of Office**

The oaths of office were administered to the following elected officials for the terms indicated:

- Town Clerk – Kristin De Oliveira (term ending 12/31/2028) by Revard Jay Francis
- Town Board Member – Melanie laCour (term ending 12/31/2027) by Town Attorney and notary public McHugh.
- Town Board Member – Casey Miller (term ending 12/31/2028) by Town Attorney and notary public McHugh.
- Town Board Member – Scott Duncan (term ending 12/31/2027) by Town Attorney and notary public McHugh.
- Town Board Member – Brian Bunzey (term ending 12/31/2028) by notary public and wife Melanie Bunzey.
- Highway Superintendent – Allen Stempel (term ending 12/31/2028) by Town Attorney and notary public McHugh.
- Town Justice – Albert Raymond (term ending 12/31/2029) by Town Attorney and notary public McHugh.

**Resolution 1 of 2026: Establishing the Town of Berne Wage Schedule  
Offered by Councilmember Bunzey, seconded by Councilmember LaCour**  
BE IT RESOLVED, that the wages for Town officers and employees for the year 2026 shall be set in accordance with the 2026 adopted budget.

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**Resolution 2 of 2026: Annual Appointments for the Town of Berne  
Offered by Councilmember Bunzey, seconded by Councilmember LaCour**  
BE IT RESOLVED, that the Town Board hereby approves the annual appointments as listed in Schedule “B” attached to the Organizational Agenda for 2026.

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**Resolution 3 of 2026: Designation of Official Depository and Newspaper  
Offered by Councilmember Bunzey, seconded by Councilmember LaCour**  
BE IT RESOLVED, that The Bank of Greene County is hereby designated as the official depository, and *The Altamont Enterprise* as the official newspaper of the Town of Berne for the year 2026.

**JANUARY 1, 2026**

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**Resolution 4 of 2026: Establishing the 2026 Town Board Meeting Schedule Offered by Councilmember Lacour, seconded by Councilmember Bunzey**

BE IT RESOLVED, that the regular Town Board meetings shall be held on the second Wednesday of each month at 7:00 PM, with workshop meetings held on the fourth Wednesday as needed, at the Berne Community & Senior Services Building.

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**Resolution 5 of 2026: Authorization of Payment of Certain Expenses Without Prior Audit**

**Offered by Councilmember Miller, seconded by Councilmember Bunzey**

BE IT RESOLVED, that the Town Supervisor is authorized to pay routine operational expenses subject to subsequent Town Board audit.

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**Resolution 6 of 2026: Authorization for Highway Fuel Purchases**

**Offered by Councilmember Bunzey, seconded by Councilmember Lacour**

BE IT RESOLVED, that the Highway Superintendent is authorized to purchase gasoline and diesel fuel through New York State contract.

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**Resolution 7 of 2026: Adopting the Town of Berne Purchasing Policy and Procedures (01-2026)**

**Offered by Councilmember Miller, seconded by Councilmember Lacour**

BE IT RESOLVED, that the Town Board of the Town of Berne hereby adopts the Town of Berne Purchasing Policy and Procedures (Policy 01-2026).

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**Resolution 8 of 2026: Adopting the Town of Berne Invoice Payment Policy (02-2026)**

**Offered by Councilmember Bunzey, seconded by Councilmember Duncan**

BE IT RESOLVED, that the Town Board of the Town of Berne hereby adopts the Town of Berne Invoice Payment Policy (Policy 02-2026).

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**JANUARY 1, 2026**

**Resolution 9 of 2026: Adopting the Town of Berne Audit of Claims Policy (03-2026)**

**Offered by Councilmember Bunzey, seconded by Councilmember Miller**

BE IT RESOLVED, that the Town Board of the Town of Berne hereby adopts the Town of Berne Audit of Claims Policy (Policy 03-2026).

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**Resolution 10 of 2026: Adopting the Town of Berne Payroll Audit Policy (04-2026)**

**Offered by Councilmember Lacour, seconded by Councilmember Bunzey**

BE IT RESOLVED, that the Town Board of the Town of Berne hereby adopts the Town of Berne Payroll Audit Policy (Policy 04-2026).

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**Resolution 11 of 2026: Adopting the Town of Berne Employee Hiring Policy and Procedures (06-2026)**

**Offered by Councilmember Miller, seconded by Councilmember Bunzey**

BE IT RESOLVED, that the Town Board of the Town of Berne hereby adopts the Town of Berne Employee Hiring Policy and Procedures (Policy 06-2026).

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**Resolution 12 of 2026: Adoption of the Town of Berne FOIL Policy (13-2026)**

**Offered by Councilmember laCour, seconded by Councilmember Duncan**

BE IT RESOLVED, that the Town Board of the Town of Berne hereby adopts the Town of Berne Freedom of Information Law (FOIL) Policy (Policy 13-2026).

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**Resolution 13 of 2026: Adoption of the Town Board Annual Audit Policy (15-2026)**

**Offered by Councilmember Bunzey, seconded by Councilmember Lacour**

BE IT RESOLVED, that the Town Board of the Town of Berne hereby adopts the Town Board Annual Audit Policy (Policy 15-2026).

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**Resolution 14 of 2026: Adoption of the Town of Berne Employee Handbook**

**Offered by Councilmember Lacour, seconded by Councilmember Duncan**

BE IT RESOLVED, that the Town Board of the Town of Berne hereby adopts the Town of Berne Employee Handbook, effective January 1, 2026.

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**JANUARY 1, 2026**

**Resolution 15 of 2026: Authorizing Agreement for Shuttle Services**

**Offered by Councilmember Duncan, seconded by Councilmember Miller**

BE IT RESOLVED, that the Town Supervisor is hereby authorized to enter into agreements with Community Caregivers and the Capital District Transportation Authority (CDTA) for administration of the Town of Berne Shuttle Service for the term January 1, 2026 through December 31, 2026.

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**Resolution 16 of 2026: Authorizing Agreement with the Town of Berne Library**

**Offered by Councilmember Bunzey, seconded by Councilmember laCour**

BE IT RESOLVED, that the Town Supervisor is hereby authorized to enter into an agreement with the Town of Berne Library for operation and support of the library for the term January 1, 2026 through December 31, 2026.

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**Resolution 17 of 2026: Authorizing Agreement with Helderberg Ambulance**

**Offered by Councilmember Lacour, seconded by Councilmember Bunzey**

BE IT RESOLVED, that the Town Supervisor is hereby authorized to enter into an agreement with Helderberg Ambulance for the provision of emergency medical services for the term January 1, 2026 through December 31, 2026.

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**Resolution 18 of 2026: Authorizing Meals on Wheels Agreement**

**Offered by Councilmember Duncan, seconded by Councilmember Miller**

BE IT RESOLVED, that the Town Supervisor is hereby authorized to execute a memorandum of agreement between the Town of Berne, LifePath, and Albany County for the management of the Meals on Wheels program for the term January 1, 2026 through December 31, 2026.

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**Resolution 19 of 2026: Authorizing Petty Cash**

**Offered by Councilmember laCour, seconded by Councilmember Bunzey**

BE IT RESOLVED, that the Town Clerk is hereby authorized to maintain a petty cash fund not to exceed \$300, subject to Town Board audit upon replenishment.

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**JANUARY 1, 2026**

**Resolution 20 of 2026: Authorizing a 60-Day Extension for the Annual Financial Report**

**Offered by Councilmember Duncan, seconded by Councilmember Lacour**  
BE IT RESOLVED, that the Town of Berne is hereby authorized to request a sixty (60) day extension for filing the Annual Financial Report with the New York State Comptroller, and the Town Clerk is authorized to submit such request.

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

**Resolution 21 of 2026: Authorizing the Encumbrance of Funds**

**Offered by Councilmember Lacour , seconded by Councilmember Miller**

BE IT RESOLVED, that the Town Board of the Town of Berne hereby authorizes the encumbrance of funds as described in Requisitions 2026-1 through 2026-67, to carry said appropriations forward into the 2026 fiscal year.

Roll call vote: Supervisor Giebelhaus; Councilmembers Bunzey, Duncan, laCour, and Miller voting **aye**. Resolution adopted.

Supervisor Giebelhaus made a motion seconded by Councilmember laCour to hold the first regular monthly Town Board meeting on January 14<sup>th</sup>, 2026 at 7PM located at the Community Center, 1360 Helderberg Trail.

**ADJOURNMENT**

There being no further business, Supervisor Giebelhaus made a motion to adjourn the meeting. The motion was seconded by Councilmember laCour and carried unanimously. The meeting was adjourned at 2:12PM.

All of the competed resolutions and corresponding policies can be found on the Town of Berne website at [www.berneny.gov](http://www.berneny.gov) as well as ECode and the Town Clerk's office.

Respectfully submitted,

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Kristin De Oliveira, Berne Town Clerk