

**TOWN OF BERNE**  
**TOWN BOARD RESOLUTION**  
**Resolution No. 28 of 2026**  
**Resolution Introduced by Supervisor Giebelhaus**

**A RESOLUTION OF THE TOWN BOARD AUTHORIZING THE ADOPTION OF  
DAY-TO-DAY ADMINISTRATION AND HUMAN RESOURCES AUTHORITY POLICY**

**WHEREAS**, the Town Board of the Town of Berne is the legal employer of Town personnel pursuant to New York Town Law; and

**WHEREAS**, the Town Board recognizes the need to clearly define the allocation of authority for daily administration, personnel administration, recruitment procedures, supervision, and operational management; and

**WHEREAS**, the Town Board has developed a comprehensive **DAY-TO-DAY  
ADMINISTRATION AND HUMAN RESOURCES AUTHORITY POLICY** establishing the respective roles of the Town Board, Town Supervisor, and department leadership; and

**WHEREAS**, said policy incorporates the Town Board's delegation of day-to-day administrative and personnel oversight authority to the Town Supervisor while preserving the Town Board's statutory employer authority; and

**WHEREAS**, the Town Board finds that adoption of this policy promotes lawful governance, operational efficiency, accountability, and compliance with Civil Service Law, the Taylor Law, and applicable collective bargaining agreements;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Berne hereby adopts the **DAY-TO-DAY ADMINISTRATION AND HUMAN RESOURCES  
AUTHORITY POLICY**, including **Appendix A – Governance & Administrative Authority Structure**, to take effect immediately; and

**BE IT FURTHER RESOLVED**, that the Town Supervisor is authorized and directed to implement the administrative provisions of the policy consistent with Town Board oversight and all applicable laws and agreements; and

**BE IT FURTHER RESOLVED**, that this policy shall supersede any prior resolutions or informal practices inconsistent with its provisions; and

**BE IT FURTHER RESOLVED**, that the Town Clerk is directed to maintain the adopted policy in the official policy manual of the Town and to make it available to department heads and employees.

**Passed by the following vote of all the Town Council Members elected voting in favor thereof:**

**Affirmative:**

**Negative:**

**Affirmative Vote Tally: \_\_\_\_\_ Negative Vote Tally: \_\_\_\_\_ Abstain: \_\_\_\_\_**

**Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026**

I, Kristin De Oliveira, Town Clerk of the Town of Berne, do hereby certify that Resolution 22 of 2026 was passed at a meeting of the Town of Board on \_\_\_\_\_ of 2026.

In affirmation there of, I hereto set my hand and affix The Seal of the Town of Berne this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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Kristin De Oliveira, Town Clerk