

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 1 of 2026

A RESOLUTION ESTABLISHING THE TOWN OF BERNE WAGE SCHEDULE IN ACCORDANCE WITH THE 2026 ADOPTED BUDGET

WHEREAS, the Town Board of the Town of Berne adopted the **2026 Town Budget**, which includes appropriations for salaries and wages for Town officers and employees; and

WHEREAS, New York State Town Law §§27 and 123 require that compensation of Town officers and employees be fixed by the Town Board and be consistent with appropriated funds; and

WHEREAS, the Town Board has reviewed a proposed **2026 Wage Schedule**, reflecting the salaries and hourly wage rates authorized in the 2026 adopted budget;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby **establishes and approves the Town of Berne Wage Schedule for the 2026 fiscal year**, as set forth in **Schedule “A” attached hereto and made a part of this resolution**, which wage schedule is based upon and consistent with the 2026 adopted budget; and

BE IT FURTHER RESOLVED, that the wage schedule set forth in Schedule “A” shall be effective **January 1, 2026**, unless otherwise provided by law, collective bargaining agreement, employment contract, or separate Town Board resolution; and

BE IT FURTHER RESOLVED, that all wages and salaries shall be paid in accordance with applicable provisions of New York State Town Law, Civil Service Law, collective bargaining agreements, employment contracts, and Town policies; and

BE IT FURTHER RESOLVED, that nothing in this resolution or Schedule “A” shall be construed to modify or supersede the terms of any collective bargaining agreement or employment contract duly approved by the Town Board; and

BE IT FURTHER RESOLVED, that the Town Supervisor and Town Clerk/Payroll Officer are hereby authorized and directed to implement and administer payroll in accordance with this resolution, Schedule “A,” and the 2026 adopted budget.

Adopted this _____ day of _____, 2026

Schedule A

Position	Compensation	Rate	Pay Frequency
Supervisor	\$ 23,000.00	Annual	Monthly
Deputy Supervisor	\$ 5,150.00	Annual	Monthly
Town Justice (2) each	\$ 10,589.00	Annual	Monthly
Councilmembers (4) each	\$ 3,971.75	Annual	Monthly
Town Clerk	\$ 52,498.00	Annual	Bi-weekly
Highway Superintendent	\$ 67,465.00	Annual	Bi-weekly
Deputy Highway Superintendent	\$ 5,150.00	Annual	Monthly
Tax Collector	\$ 7,504.00	Annual	Monthly
Deputy Tax Collector	\$ 2,060.00	Annual	Monthly
Assessor (Sole)	\$ 2,840.00	Annual	Monthly
Historian	\$ 750.00	Annual	Monthly
Senior Account Clerk	\$ 65,500.00	Annual	Bi-weekly
Registrar	\$ 4,950.00	Annual	Monthly
Senior Account Clerk - Sewer Fund	\$ 5,200.00	Annual	Monthly
Administrative Sewer Clerk	\$ 1,000.00	Annual	Monthly
Alternate Waste Water Operator	\$ 18.00	Hourly	Bi-weekly
Administrative Assistant (Codes)	\$ 21.50	Hourly	Bi-weekly
Code Enforcement PT	\$ 29.00	Hourly	Bi-weekly
Planning Board Chair	\$ 2,500.00	Annual	Monthly
Planning Board Members (4) each	\$ 1,850.00	Annual	Monthly
Zoning Board Chair	\$ 2,500.00	Annual	Monthly
Zoning Board Members	\$ 1,850.00	Annual	Monthly
Records Management I	\$ 4,950.00	Annual	Monthly
Parks & Recreation Chair	\$ 2,400.00	Annual	Monthly
Solid Waste Coordinator	\$ 4,500.00	Annual	Monthly
Account Clerk I - Highway	\$ 21.50	Hourly	Bi-weekly
Deputy Town Clerk	\$ 21.50	Hourly	Bi-weekly
Justice Court Clerk	\$ 21.50	Hourly	Bi-weekly
Diesel Mechanic	\$ 25.66	Hourly	Bi-weekly
Working Foreman	\$ 28.80	Hourly	Bi-weekly
Highway Employee (CBA)	\$ 26.78	Hourly	Bi-weekly
Highway Employee (CBA probational)	\$ 25.79	Hourly	Bi-weekly
Seasonal Highway - Winter	\$ 21.50	Hourly	Bi-weekly
Seasonal Highway - Summer	\$ 21.50	Hourly	Bi-weekly
Buildings Laborer I / Transfer Station / Alt Waste Water Operator PT	\$ 21.50	Hourly	Bi-weekly
Buildings Laborer II/ Transfer Station / Alt Waste Water Operator PT	\$ 21.50	Hourly	Bi-weekly
Laborer Transfer Station PT	\$ 21.50	Hourly	Bi-weekly
Wastewater Treatment Operator	\$ 24.10	Hourly	Bi-weekly
Jurors	\$ 15.50	Hourly	Bi-weekly
Library Manager	\$ 23.00	Hourly	Bi-weekly
Library Assistant	\$ 18.10	Hourly	Bi-weekly
Cultural Transportation Employee	\$ 21.50	Hourly	Bi-weekly
Animal Control Officer	\$ 21.50	Hourly	Bi-weekly
HR Coordinator	\$ 21.50	Hourly	Bi-weekly

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 2 of 2026

A RESOLUTION MAKING ANNUAL APPOINTMENTS FOR THE TOWN OF BERNE BY REFERENCE TO SCHEDULE "B"

WHEREAS, the Town Board of the Town of Berne is authorized and required by New York State Town Law and other applicable statutes to make annual appointments of certain Town officers, employees, board members, and other positions; and

WHEREAS, the Town Board has reviewed a list of proposed appointments for the 2026 calendar year; and

WHEREAS, for administrative clarity and efficiency, the Town Board desires to make such appointments by reference to an attached schedule;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby **appoints and reappoints the individuals set forth in Schedule "B" attached hereto and made a part of this resolution**, to the respective offices, positions, boards, and terms indicated therein; and

BE IT FURTHER RESOLVED, that each appointment shall be effective **January 1, 2026**, or as otherwise indicated in Schedule "B," and shall be subject to applicable provisions of New York State Town Law, Civil Service Law, Public Officers Law, collective bargaining agreements, and any other applicable statutes or regulations; and

BE IT FURTHER RESOLVED, that all appointed individuals shall serve at the pleasure of the Town Board unless a fixed term is otherwise required by law, contract, or expressly stated in Schedule "B"; and

BE IT FURTHER RESOLVED, that the Town Supervisor and Town Clerk are hereby authorized and directed to take all actions necessary to effectuate the appointments set forth in Schedule "B," including the filing of oaths of office, notifications, and related documentation as required by law.

Adopted this _____ day of _____, 2026

Schedule B
Appointments

Position/Task	Individual	Term
Deputy Supervisor	Thomas Doolin	
Director- Emergency Management	Joseph Giebelhaus	
Sewer District Management	Joseph Giebelhaus	
Registrar	Kristin De Oliveira	
Records Management	Kristin De Oliveira	
Human Resource Coordinator	TBD	
Animal Control Officer	Paul Gribbin	
Code Enforcement Officer	Jonathan Heigel	
Deputy Highway Superintendent	James Deitz	
Deputy Town Clerk	Rosita Herrera	
Deputy Tax Collector	Andrea Borst	
Historian	Sandra Kisselbeck	
Conservation Board Chair	Kathy Moore	1 year - 12/31/2026
Conservation Board Member	Sue Hawkins-Teeter	1 year - 12/31/2026
Conservation Board Member	Cynthia Johnson	
Conservation Board Member	Nancy Engle	
Parks & Recreation Chair	Mary Claire Ansbro	
Planning Board Member	Robert Kipper	5 years - 12/31/2030
Board of Assessment Review	Vacancy	5 years - 12/31/2030
Solid Waste Coordinator	Allen Stemple	

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 3 of 2026

**A RESOLUTION DESIGNATING THE OFFICIAL DEPOSITORY AND OFFICIAL
NEWSPAPER FOR THE TOWN OF BERNE, AND PROVIDING FOR THE
COLLATERALIZATION OF TOWN FUNDS PURSUANT TO GENERAL MUNICIPAL LAW
§10**

WHEREAS, the Town Board of the Town of Berne is authorized pursuant to New York State Town Law and General Municipal Law §10 to designate one or more official depositories for the deposit of Town funds and to require the collateralization of such deposits; and

WHEREAS, the Town Board is further authorized to designate an official newspaper for the publication of legal notices; and

WHEREAS, the Town Board desires to make such designations for the 2026 calendar year to ensure the proper safeguarding of Town funds and the lawful publication of Town notices;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby **designates The Bank of Green County as the official depository for the Town of Berne** for the 2026 calendar year, or until otherwise changed by resolution of the Town Board; and

BE IT FURTHER RESOLVED, that **all Town funds on deposit with The Bank of Green County in excess of the amount insured by the Federal Deposit Insurance Corporation (FDIC) shall be secured and collateralized in accordance with the requirements of New York State General Municipal Law §10**, including but not limited to the pledge of eligible securities or eligible letters of credit as permitted by law; and

BE IT FURTHER RESOLVED, that such collateral shall be held by a third-party custodian or trust company as required by law, pursuant to a written custodial agreement acceptable to the Town; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized and directed to execute any and all depository, custodial, and collateral agreements necessary to carry out the intent of this resolution, subject to review by the Town Attorney if required; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Berne hereby **designates *The Altamont Enterprise* as the official newspaper of the Town of Berne** for the publication of all notices required by law; and

BE IT FURTHER RESOLVED, that the Town Supervisor, Town Clerk, and other authorized Town officials are hereby authorized and directed to take all actions necessary to implement this resolution, including the placement of legal notices and the maintenance of appropriate records.

Adopted this _____ day of _____, 2026

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 4 of 2026

A RESOLUTION ESTABLISHING THE REGULAR TOWN BOARD MEETING SCHEDULE FOR 2026, DESIGNATING OFFICIAL HOLIDAYS BY REFERENCE TO SCHEDULE "C," AND AUTHORIZING STANDING COMMITTEE AND WORKSHOP MEETINGS

WHEREAS, the Town Board of the Town of Berne is authorized pursuant to New York State Town Law and the Open Meetings Law to establish the time and place of its regular meetings; and

WHEREAS, the Town Board desires to set a consistent schedule for regular Town Board meetings for the 2026 calendar year for the convenience of the public and the orderly conduct of Town business; and

WHEREAS, the Town Board further desires to authorize standing committee meetings and workshops as needed to facilitate efficient review of Town matters; and

WHEREAS, the Town Board also desires to formally recognize official Town holidays for the 2026 calendar year by reference to an attached schedule;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby establishes that **regular Town Board meetings for the 2026 calendar year shall be held on the second Wednesday of each month at 7:00 p.m.**, at the **Town of Berne Senior Center**, unless otherwise publicly noticed in accordance with the Open Meetings Law; and

BE IT FURTHER RESOLVED, that the Town Board may conduct **standing committee meetings and/or Town Board workshops** at such dates, times, and locations as may be necessary to review, discuss, or prepare matters for Town Board consideration, provided that all such meetings are noticed and conducted in compliance with the Open Meetings Law; and

BE IT FURTHER RESOLVED, that when a regular meeting date falls on, or conflicts with, an official Town holiday or other circumstance requiring rescheduling, the Town Board may change the meeting date by resolution or public notice as permitted by law; and

BE IT FURTHER RESOLVED, that the **official Town of Berne holidays for the 2026 calendar year are hereby designated as set forth in Schedule "C" attached hereto and made a part of this resolution**; and

BE IT FURTHER RESOLVED, that the Town Clerk is hereby directed to post and publish the regular meeting schedule, standing committee/workshop notices, and official holiday schedule in accordance with the Open Meetings Law and to maintain this resolution and Schedule "C" as official Town records.

Adopted this _____ day of _____, 2026

Schedule C		
2026 Town of Berne Holiday Schedule		
Holiday	Day of Week	Date
Martin Luther Kin Day	Monday	1/19/2026
Presidents Day	Monday	2/16/2026
Memorial Day	Monday	5/25/2026
Armed Forces Day	Friday	5/15/2026
Juneteenth	Friday	6/19/2026
July 4th	Friday	7/3/2026
Labor Day	Monday	9/7/2026
Columbus Day	Monday	10/12/2026
Election Day	Tuesday	11/3/2026
Veteran's Day	Wednesday	11/11/2026
Thanksgiving	Thursday & Friday	11/26/26 & 11/27/26
Christmas Day	Friday	12/25/2026
New Year's Day	Friday	12/31/2027

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 5 of 2026

A RESOLUTION ADOPTING THE TOWN OF BERNE PURCHASING POLICY AND PROCEDURES (01-2026)

WHEREAS, the Town Board of the Town of Berne recognizes its responsibility to ensure that all municipal purchases and contracts are conducted in a manner that is lawful, transparent, fiscally responsible, and in the best interest of the taxpayers; and

WHEREAS, New York State General Municipal Law §§103 and 104-b require the Town to establish written policies and procedures governing procurement of goods and services not subject to formal competitive bidding; and

WHEREAS, the Town Board has reviewed the proposed **Town of Berne Purchasing Policy and Procedures (01-2026)**, which establishes clear standards for competitive bidding, quotations, purchase orders, cooperative purchasing, professional services, emergency procurements, documentation, ethics, and oversight; and

WHEREAS, said policy designates the Town Supervisor as Chief Procurement Officer and establishes purchasing authority, internal controls, and documentation requirements consistent with guidance from the Office of the New York State Comptroller; and

WHEREAS, adoption of this policy will promote compliance with state law, strengthen fiscal controls, and provide clear guidance to Town officers and employees involved in procurement activities;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby **adopts the Town of Berne Purchasing Policy and Procedures (01-2026)**, attached hereto and made a part of this resolution; and

BE IT FURTHER RESOLVED, that this policy shall take effect immediately upon adoption and shall apply to all Town departments, officers, employees, and officials involved in the procurement of goods and services; and

BE IT FURTHER RESOLVED, that the Town Clerk is hereby directed to maintain the adopted policy as an official Town record and to make it available for public inspection; and

BE IT FURTHER RESOLVED, that the Town Board shall review this policy annually and amend it as necessary to remain in compliance with New York State law and best municipal practices.

Adopted this _____ day of _____, 2026

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 6 of 2026

A RESOLUTION ADOPTING THE TOWN OF BERNE INVOICE PAYMENT POLICY (02-2026)

WHEREAS, the Town Board of the Town of Berne is responsible for the audit and approval of claims pursuant to New York Town Law §§118 and 119 and for maintaining proper fiscal controls under General Municipal Law §§118, 119, and 125; and

WHEREAS, the Town Board desires to establish clear, consistent procedures for the receipt of goods and services, submission and review of invoices, audit of claims, authorization of payments, and recordkeeping; and

WHEREAS, the Town Board has reviewed the proposed **Town of Berne Invoice Payment Policy (02-2026)**, which sets forth requirements for documentation, three-way matching, department approvals, audit of claims, payment processing, and statutory exceptions for certain recurring or emergency expenditures; and

WHEREAS, adoption of this policy will strengthen internal controls, ensure compliance with state law, and promote transparency and accountability in Town financial operations;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby **adopts the Town of Berne Invoice Payment Policy (02-2026)**, attached hereto and made a part of this resolution; and

BE IT FURTHER RESOLVED, that this policy shall take effect immediately upon adoption and shall apply to all Town departments, officers, employees, and officials involved in the submission, review, audit, and payment of claims; and

BE IT FURTHER RESOLVED, that the Town Clerk is hereby directed to maintain the adopted policy as an official Town record and make it available for public inspection; and

BE IT FURTHER RESOLVED, that the Town Board shall review this policy annually and amend it as necessary to ensure continued compliance with New York State law and best municipal practices.

Adopted this _____ day of _____, 2026

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 7 of 2026

A RESOLUTION ADOPTING THE TOWN OF BERNE AUDIT OF CLAIMS POLICY (03-2026)

WHEREAS, the Town Board of the Town of Berne serves as the statutory auditor of all claims against the Town pursuant to New York Town Law §§118 and 119; and

WHEREAS, the Town Board is responsible for ensuring that all claims are properly itemized, supported, audited, allowed or disallowed, and paid in accordance with applicable law and sound fiscal practices; and

WHEREAS, the Town Board has reviewed the proposed **Town of Berne Audit of Claims Policy (03-2026)**, which establishes procedures for the presentation, audit, allowance, disallowance, and payment of claims, including internal controls, documentation standards, emergency provisions, and limited authorization for payment prior to audit (“short warrant”) as permitted by law; and

WHEREAS, adoption of this policy will strengthen internal controls, promote transparency and accountability, and ensure consistent compliance with New York State law and guidance from the Office of the State Comptroller;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby **adopts the Town of Berne Audit of Claims Policy (03-2026)**, attached hereto and made a part of this resolution; and

BE IT FURTHER RESOLVED, that this policy shall take effect immediately upon adoption and shall apply to all Town departments, officers, employees, and officials involved in the submission, audit, approval, and payment of claims; and

BE IT FURTHER RESOLVED, that the Town Clerk is hereby directed to maintain the adopted policy as an official Town record and make it available for public inspection; and

BE IT FURTHER RESOLVED, that the Town Board shall review this policy annually and amend it as necessary to remain in compliance with New York State law and best municipal practices.

Adopted this _____ day of _____, 2026

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 8 of 2026

A RESOLUTION ADOPTING THE TOWN OF BERNE PAYROLL AUDIT POLICY (04-2026)

WHEREAS, the Town Board of the Town of Berne is responsible for safeguarding public funds and ensuring that all compensation paid to Town officers and employees is lawful, accurate, and properly authorized; and

WHEREAS, New York State Town Law §§119 and 125, together with guidance from the Office of the State Comptroller, require the Town Board to audit and approve claims, including payroll, subject to limited statutory exceptions for fixed salaries and regularly recurring compensation; and

WHEREAS, the Town Board has reviewed the proposed **Town of Berne Payroll Audit Policy (04-2026)**, which establishes procedures for payroll certification, Board oversight, internal controls, reporting, corrective action, and limited authorization for payroll disbursement prior to audit with required post-audit review; and

WHEREAS, adoption of this policy will promote transparency, accountability, and consistency in payroll administration while ensuring compliance with applicable law and sound fiscal practices;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby **adopts the Town of Berne Payroll Audit Policy (04-2026)**, attached hereto and made a part of this resolution; and

BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to approve payroll disbursements prior to Town Board audit only as provided for in the policy, and that all such payroll payments shall remain subject to subsequent review and post-payment audit by the Town Board; and

BE IT FURTHER RESOLVED, that this policy shall take effect immediately upon adoption and shall apply to all Town payroll activities, departments, officers, and employees; and

BE IT FURTHER RESOLVED, that the Town Clerk is hereby directed to maintain the adopted policy as an official Town record and make it available for public inspection; and

BE IT FURTHER RESOLVED, that the Town Board shall review this policy annually and amend it as necessary to ensure continued compliance with New York State law and best municipal practices.

Adopted this _____ day of _____, 2026

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 9 of 2026

A RESOLUTION ADOPTING THE TOWN OF BERNE EMPLOYEE HIRING POLICY AND PROCEDURES (06-2026)

WHEREAS, the Town Board of the Town of Berne seeks to ensure that the recruitment and hiring of Town employees is conducted in a fair, transparent, and merit-based manner; and

WHEREAS, New York State Civil Service Law, Albany County Civil Service Rules, New York Town Law, and guidance from the Office of the State Comptroller establish requirements governing municipal hiring, appointments, and payroll administration; and

WHEREAS, the Town Board has reviewed the proposed **Town of Berne Employee Hiring Policy and Procedures (06-2026)**, which establishes uniform procedures for job classification, recruitment, selection, appointment, onboarding, probation, and recordkeeping, while recognizing the independent statutory hiring authority of the elected Highway Superintendent under Town Law §140; and

WHEREAS, adoption of this policy will promote compliance with applicable law, enhance internal controls, ensure consistency across Town departments, and protect the integrity of the Town's personnel practices;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby **adopts the Town of Berne Employee Hiring Policy and Procedures (06-2026)**, attached hereto and made a part of this resolution; and

BE IT FURTHER RESOLVED, that this policy shall apply to all Town departments, officers, employees, appointing authorities, and hiring managers, except where superseded by specific statutory authority as set forth in the policy; and

BE IT FURTHER RESOLVED, that nothing in this policy shall be construed to limit or abridge the independent appointment authority of the elected Highway Superintendent as provided by New York Town Law §140, provided that all such appointments comply with Civil Service Law and applicable payroll and recordkeeping requirements; and

BE IT FURTHER RESOLVED, that this policy shall take effect immediately upon adoption; and

BE IT FURTHER RESOLVED, that the Town Clerk is hereby directed to maintain the adopted policy as an official Town record and make it available for public inspection; and

BE IT FURTHER RESOLVED, that the Town Board shall review this policy periodically and amend it as necessary to remain in compliance with New York State law and best municipal practices.

Adopted this _____ day of _____, 2026

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 10 of 2026

A RESOLUTION ADOPTING THE TOWN OF BERNE FREEDOM OF INFORMATION LAW (FOIL) POLICY (13-2026)

WHEREAS, the Town Board of the Town of Berne is committed to open government and transparency while protecting personal privacy, public safety, and confidential information; and

WHEREAS, New York State Freedom of Information Law (FOIL), Public Officers Law Article 6, requires municipalities to adopt procedures for the receipt, processing, and determination of public records requests; and

WHEREAS, the Town Board has reviewed the proposed **Town of Berne Freedom of Information Law (FOIL) Policy (13-2026)**, which establishes procedures for submitting and responding to FOIL requests, designates Records Access Officers, provides timelines for acknowledgment and response, and includes enhanced protections for personal privacy and safety as permitted under Public Officers Law §§87 and 89; and

WHEREAS, adoption of this policy will promote compliance with state law, ensure consistency in FOIL administration, and protect individuals from unwarranted invasion of privacy or risk of personal harm;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby **adopts the Town of Berne Freedom of Information Law (FOIL) Policy (13-2026)**, attached hereto and made a part of this resolution; and

BE IT FURTHER RESOLVED, that the Town Clerk, or their designee, is hereby designated as the Records Access Officer for the Town of Berne, and the Town Supervisor is designated as the FOIL Appeals Officer, as set forth in the policy; and

BE IT FURTHER RESOLVED, that this policy shall take effect immediately upon adoption and shall apply to all Town departments, officers, employees, and officials; and

BE IT FURTHER RESOLVED, that the Town Clerk is directed to maintain the adopted policy as an official Town record, post it on the Town's website, and make it available for public inspection; and

BE IT FURTHER RESOLVED, that the Town Board shall review this policy annually and amend it as necessary to remain in compliance with New York State law and guidance from the Committee on Open Government.

Adopted this _____ day of _____, 2026

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 11 of 2026

A RESOLUTION ADOPTING THE TOWN OF BERNE TOWN BOARD ANNUAL AUDIT POLICY (15-2026)

WHEREAS, the Town Board of the Town of Berne has a statutory duty to annually audit, or cause to be audited, the books, records, and reports of all Town officers and employees who receive, collect, hold, or disburse Town funds; and

WHEREAS, the Office of the New York State Comptroller (OSC) recommends that town boards adopt formal written policies to clearly define annual audit responsibilities, procedures, and documentation standards; and

WHEREAS, the Town Board has reviewed the proposed **Town of Berne Town Board Annual Audit Policy (15-2026)**, which establishes the scope, timing, assignment of responsibilities, minimum audit procedures, documentation requirements, and follow-up actions for annual audits of Town offices, including but not limited to the Town Supervisor, Bookkeeper, Justice Court, Tax Collector, Town Clerk, and Highway Superintendent; and

WHEREAS, adoption of this policy will strengthen fiscal oversight, promote accountability, and ensure consistent compliance with New York State law and OSC guidance;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby **adopts the Town of Berne Town Board Annual Audit Policy (15-2026)**, attached hereto and made a part of this resolution; and

BE IT FURTHER RESOLVED, that the Town Board shall annually designate, by separate resolution, the Town Board member(s) or audit committee responsible for conducting or overseeing each required audit, including the audit period and target completion date; and

BE IT FURTHER RESOLVED, that the Town Board may engage an independent audit firm or certified public accountant to assist with or conduct annual audits, provided that such engagement does not relieve the Town Board of its statutory oversight responsibility; and

BE IT FURTHER RESOLVED, that all completed annual audits shall be documented in writing, retained by the Town Clerk as official Town records, and noted in the Town Board meeting minutes; and

BE IT FURTHER RESOLVED, that this policy shall take effect immediately upon adoption and shall be reviewed periodically by the Town Board to ensure continued compliance with New York State law and OSC guidance.

Adopted this _____ day of _____, 2026

TOWN OF BERNE, NY

TOWN BOARD RESOLUTION

Resolution No. 12 of 2026

A RESOLUTION ADOPTING THE TOWN OF BERNE EMPLOYEE HANDBOOK

WHEREAS, the Town Board of the Town of Berne, NY recognizes the importance of establishing clear, consistent, and lawful personnel policies to guide the employment practices of the Town; and

WHEREAS, the Town Board has reviewed a proposed **Employee Handbook**, which sets forth general policies, procedures, expectations, and benefits applicable to Town employees, and which is intended to promote fairness, efficiency, accountability, and compliance with applicable federal, state, and local laws; and

WHEREAS, the Town Board desires to formally adopt said Employee Handbook as a guiding document for Town employment practices, while preserving all statutory authority, collective bargaining rights, and management discretion;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne, NY hereby **adopts the Town of Berne Employee Handbook**, as presented, effective January 1, 2026; and

BE IT FURTHER RESOLVED, that the Employee Handbook is intended to serve as a general statement of Town employment policies and procedures and **does not create a contract of employment**, express or implied; and

BE IT FURTHER RESOLVED, that nothing in the Employee Handbook shall be construed to supersede federal or state law, Town Law, Civil Service Law, collective bargaining agreements, or the statutory authority of elected officials; and

BE IT FURTHER RESOLVED, that the Town Board reserves the right to amend, modify, suspend, or rescind any portion of the Employee Handbook at any time by resolution; and

BE IT FURTHER RESOLVED, that the Town Clerk is hereby directed to maintain the adopted Employee Handbook as an official Town record and make it available to Town employees.

Adopted this _____ day of _____, 22

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 13 of 2026

A RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO ENTER INTO AGREEMENTS WITH COMMUNITY CAREGIVERS AND THE CAPITAL DISTRICT TRANSPORTATION AUTHORITY (CDTA) FOR THE ADMINISTRATION OF THE TOWN OF BERNE SHUTTLE SERVICE FOR THE TERM JANUARY 1, 2026 THROUGH DECEMBER 31, 2026

WHEREAS, the Town Board of the Town of Berne seeks to provide transportation services to Town residents in order to support mobility, access to essential services, and quality of life; and

WHEREAS, the Town of Berne has established or proposes to establish a **Town of Berne Shuttle Service** to meet local transportation needs; and

WHEREAS, **Community Caregivers and the Capital District Transportation Authority (CDTA)** possess the experience, resources, and capacity to assist in the administration, coordination, and/or operation of local transportation services; and

WHEREAS, the Town Board has determined that entering into agreements with Community Caregivers and CDTA for the term **January 1, 2026 through December 31, 2026** for the purpose of administering the Town of Berne Shuttle Service is in the best interest of the Town;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby **authorizes the Town Supervisor to negotiate, execute, and enter into agreements with Community Caregivers and the Capital District Transportation Authority (CDTA)** for the purpose of administering, coordinating, and/or supporting the **Town of Berne Shuttle Service** for the term **January 1, 2026 through December 31, 2026**; and

BE IT FURTHER RESOLVED, that such agreements shall be consistent with the **2026 adopted budget** and any applicable grant or funding requirements, and shall include appropriate provisions regarding scope of services, compensation, insurance, indemnification, and compliance with applicable federal, state, and local laws; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized to execute any related documents necessary to carry out the intent of this resolution, subject to review by the Town Attorney if required; and

BE IT FURTHER RESOLVED, that all expenditures associated with the **Town of Berne Shuttle Service** for the period January 1, 2026 through December 31, 2026 shall be subject to the Town's purchasing, claims auditing, and fiscal control policies and charged to the appropriate budget accounts.

Adopted this _____ day of _____, 2026

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 14 of 2026

A RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO ENTER INTO AN AGREEMENT WITH THE TOWN OF BERNE LIBRARY FOR THE OPERATION AND SUPPORT OF THE LIBRARY FOR THE TERM JANUARY 1, 2026 THROUGH DECEMBER 31, 2026

WHEREAS, the Town Board of the Town of Berne recognizes the importance of providing library services to Town residents for educational, informational, and community enrichment purposes; and

WHEREAS, the **Town of Berne Library** provides library services to residents of the Town pursuant to applicable New York State law; and

WHEREAS, the Town Board has determined that it is in the best interest of the Town to enter into an agreement with the Town of Berne Library for the purpose of operating and supporting the library; and

WHEREAS, the Town Board desires to authorize such agreement for the term **January 1, 2026 through December 31, 2026**, consistent with the Town's adopted 2026 budget;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby **authorizes the Town Supervisor to negotiate, execute, and enter into an agreement with the Town of Berne Library for the purpose of operating and supporting the library for the term January 1, 2026 through December 31, 2026**; and

BE IT FURTHER RESOLVED, that such agreement shall be consistent with the **2026 adopted budget** and shall include appropriate provisions regarding scope of services, funding, reporting, insurance, indemnification, and compliance with applicable federal, state, and local laws; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized to execute any related documents necessary to carry out the intent of this resolution, subject to review by the Town Attorney if required; and

BE IT FURTHER RESOLVED, that all expenditures associated with the operation and support of the Town of Berne Library for the period January 1, 2026 through December 31, 2026 shall be subject to the Town's purchasing, claims auditing, and fiscal control policies and charged to the appropriate budget accounts.

Adopted this _____ day of _____, 2026

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 15 of 2026

A RESOLUTION AUTHORIZING THE TOWN SUPERVISOR 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

WHEREAS, the Town Board of the Town of Berne has a responsibility to ensure that emergency medical services are available to protect the health, safety, and welfare of Town residents; and

WHEREAS, Helderberg Ambulance provides emergency medical services within the Town of Berne and surrounding areas; and

WHEREAS, the Town Board has determined that entering into an agreement with Helderberg Ambulance for the provision of emergency medical services is in the best interest of the Town; and

WHEREAS, the Town Board desires to authorize such agreement for the term **January 1, 2026 through December 31, 2026**, consistent with the Town's adopted 2026 budget;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby **authorizes the Town Supervisor to negotiate, execute, and enter into an agreement with Helderberg Ambulance for the provision of emergency medical services** within the Town of Berne for the term **January 1, 2026 through December 31, 2026**; and

BE IT FURTHER RESOLVED, that such agreement shall be consistent with the **2026 adopted budget** and shall include appropriate provisions regarding scope of services, funding, insurance, indemnification, and compliance with applicable federal, state, and local laws and regulations; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized to execute any related documents necessary to carry out the intent of this resolution, subject to review by the Town Attorney if required; and

BE IT FURTHER RESOLVED, that all expenditures associated with the provision of emergency medical services for the period January 1, 2026 through December 31, 2026 shall be subject to the Town's purchasing, claims auditing, and fiscal control policies and charged to the appropriate budget accounts.

Adopted this _____ day of _____, 2026

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 16 of 2026

**A RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO EXECUTE A
MEMORANDUM OF AGREEMENT BETWEEN THE TOWN OF BERNE, LIFE PATH, AND
ALBANY COUNTY FOR THE MANAGEMENT OF THE MEALS ON WHEELS PROGRAM
FOR THE TERM JANUARY 1, 2026 THROUGH DECEMBER 31, 2026**

WHEREAS, the Town Board of the Town of Berne recognizes the importance of providing nutritional services to eligible residents, particularly seniors and individuals with limited mobility, through the **Meals on Wheels program**; and

WHEREAS, **LifePath and Albany County** administer and support the Meals on Wheels program and possess the experience and resources necessary to manage program operations in coordination with participating municipalities; and

WHEREAS, the Town of Berne desires to participate in and support the Meals on Wheels program for the benefit of its residents; and

WHEREAS, the Town Board has determined that entering into a **Memorandum of Agreement (MOA)** 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** is in the best interest of the Town;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby **authorizes the Town Supervisor to negotiate, execute, and enter into a Memorandum of Agreement between the Town of Berne, LifePath, and Albany County for the purpose of providing for the management and administration of the Meals on Wheels program for the term January 1, 2026 through December 31, 2026**; and

BE IT FURTHER RESOLVED, that such Memorandum of Agreement shall set forth the respective roles and responsibilities of the parties, be consistent with applicable federal, state, and county program requirements, and be subject to terms and conditions acceptable to the Town; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized to execute any related documents necessary to carry out the intent of this resolution, subject to review by the Town Attorney if required; and

BE IT FURTHER RESOLVED, that any expenditures or obligations arising under the Memorandum of Agreement for the period January 1, 2026 through December 31, 2026 shall be subject to the Town's adopted budget, purchasing policies, and claims auditing procedures, and charged to the appropriate budget accounts.

Adopted this _____ day of _____, 2026

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 17 of 2026

A RESOLUTION AUTHORIZING THE TOWN CLERK TO MAINTAIN A BASK OF PETTY CASH

WHEREAS, the Town Board of the Town of Berne recognizes the need for a small cash fund to allow for the prompt purchase of postage and other minor, necessary items required for the efficient operation of the Town Clerk's Office; and

WHEREAS, the Office of the New York State Comptroller recommends that petty cash funds be established by resolution of the Town Board and be subject to appropriate internal controls and audit procedures;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby **authorizes the Town Clerk to establish and maintain a petty cash fund in the amount of three hundred dollars (\$300.00)** for the purpose of purchasing postage and other necessary minor items; and

BE IT FURTHER RESOLVED, that **all expenditures from the petty cash fund shall be supported by receipts or vouchers**, which shall be maintained by the Town Clerk; and

BE IT FURTHER RESOLVED, that **when the petty cash fund is replenished**, all vouchers and supporting documentation for expenditures made since the prior replenishment **shall be submitted to the Town Board for review and audit**, in accordance with Town Law §§118 and 119; and

BE IT FURTHER RESOLVED, that replenishment of the petty cash fund shall be made only upon approval of the Town Board and issuance of a warrant in the amount necessary to restore the fund to the authorized level; and

BE IT FURTHER RESOLVED, that the petty cash fund shall be safeguarded at all times and be subject to inspection or audit by the Town Board or its designee.

Adopted this _____ day of _____, 2026

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 18 of 2026

A RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH THE LAW OFFICES OF GEORGE D. McHUGH, ESQ.

WHEREAS, the Town Board of the Town of Berne has a continuing need for legal representation to advise and represent the Town, its officers, and its boards in connection with municipal operations and legal matters; and

WHEREAS, legal services constitute professional services that are exempt from competitive bidding requirements pursuant to New York State General Municipal Law; and

WHEREAS, the Town Board has determined that it is in the best interest of the Town to retain the **Law Offices of George D. McHugh, Esq.** on an interim basis to provide legal representation while the Town conducts a formal procurement process; and

WHEREAS, the Town Board intends to issue a **formal Request for Proposals (RFP)** to solicit proposals for long-term legal representation for the Town;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby **authorizes the Town Supervisor to negotiate, execute, and enter into a professional services agreement with the Law Offices of George D. McHugh, Esq.** for the purpose of providing legal representation to the Town; and

BE IT FURTHER RESOLVED, that such agreement shall be for a **term not to exceed six (6) months** from the effective date of the agreement, unless terminated earlier by the Town Board; and

BE IT FURTHER RESOLVED, that during the term of this interim agreement, the Town Board hereby directs that a **formal Request for Proposals (RFP) for legal services be issued** in accordance with Town policy and applicable law; and

BE IT FURTHER RESOLVED, that compensation under the interim agreement shall be subject to the **2026 adopted budget**, Town fiscal policies, and claims auditing procedures, and shall include appropriate provisions regarding scope of services, insurance, indemnification, and compliance with applicable law; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized to execute any related documents necessary to carry out the intent of this resolution, subject to review by the Town Attorney if required.

Adopted this _____ day of _____, 2026

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 19 of 2026

A RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH LAMONT ENGINEERING

WHEREAS, the Town Board of the Town of Berne requires professional engineering services to support Town operations, planning, infrastructure, and regulatory compliance; and

WHEREAS, engineering services constitute professional services that are exempt from competitive bidding requirements pursuant to New York State General Municipal Law; and

WHEREAS, the Town Board has determined that it is in the best interest of the Town to retain **Lamont Engineering** on an interim basis in order to ensure continuity of engineering services while a formal procurement process is conducted; and

WHEREAS, the Town Board intends to issue a **formal Request for Proposals (RFP)** to solicit proposals for longer-term engineering services for the Town;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby **authorizes the Town Supervisor to negotiate, execute, and enter into a professional services agreement with Lamont Engineering** for the provision of engineering services to the Town; and

BE IT FURTHER RESOLVED, that such agreement shall be for a **term not to exceed six (6) months** from the effective date of the agreement, unless terminated earlier by the Town Board; and

BE IT FURTHER RESOLVED, that during the term of this interim agreement, the Town Board hereby **directs that a formal Request for Proposals (RFP) for engineering services be issued** in accordance with Town policy and applicable law; and

BE IT FURTHER RESOLVED, that compensation under the interim agreement shall be subject to the **2026 adopted budget**, Town fiscal policies, and claims auditing procedures, and shall include appropriate provisions regarding scope of services, insurance, indemnification, and compliance with applicable federal, state, and local laws; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized to execute any related documents necessary to carry out the intent of this resolution, subject to review by the Town Attorney if required.

Adopted this _____ day of _____, 2026

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 20 of 2026

A RESOLUTION AUTHORIZING A 60-DAY EXTENSION FOR THE ANNUAL FINANCIAL REPROT (AFR) FILING WITH THE NYS COMPTROLLER

WHEREAS, New York State Town Law and applicable regulations of the Office of the New York State Comptroller (OSC) require the Town of Berne to file an Annual Financial Report (AUD) by a prescribed deadline; and

WHEREAS, due to administrative, staffing, system, or operational circumstances, the Town of Berne requires additional time to complete and submit an accurate and complete Annual Financial Report; and

WHEREAS, the Office of the New York State Comptroller permits municipalities to request an extension of time for filing the Annual Financial Report when warranted; and

WHEREAS, the Town Board desires to authorize the Town Supervisor, as the Town's Chief Fiscal Officer, to make such request on behalf of the Town;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby **authorizes and directs the Town Supervisor to request a sixty (60) day extension** from the Office of the New York State Comptroller for the filing of the Town's Annual Financial Report; and

BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to execute and submit any forms, certifications, or correspondence required by the Office of the New York State Comptroller in connection with such extension request; and

BE IT FURTHER RESOLVED, that the Town Board affirms its commitment to completing and filing the Annual Financial Report as soon as practicable within the extension period and in compliance with all applicable state requirements.

Adopted this _____ day of _____, 2026

TOWN OF BERNE

TOWN BOARD RESOLUTION

Resolution No. 21 of 2026

A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS FOR REQUISITIONS 2026-1 THROUGH 2026-67

WHEREAS, requisitions numbered **2026-1 through 2026-67** have been duly submitted to the Town of Berne for the purchase of goods and/or services necessary for the operation of the Town; and

WHEREAS, said requisitions include expenditures chargeable to the **General Fund, Highway Fund, and Sewer Fund**; and

WHEREAS, such requisitions have been reviewed for compliance with the Town of Berne Purchasing Policy, budgetary appropriations, and applicable provisions of New York State Town Law and General Municipal Law; and

WHEREAS, sufficient funds have been appropriated and are available in the respective budget lines within each fund to cover the cost of said requisitions;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Berne hereby **authorizes the expenditure of funds for Requisitions 2026-1 through 2026-67**, subject to the following **not-to-exceed limits by fund**:

- **General Fund:** not to exceed **\$ 657,884.62**
- **Highway Fund:** not to exceed **\$328,850.00**
- **Sewer Fund:** not to exceed **\$ 47,720.00**

and be it further

RESOLVED, that the total of all expenditures authorized herein shall not exceed the sum of the above fund limits and shall be charged to the appropriate budget accounts as adopted by the Town Board; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized and directed to approve the issuance of purchase orders and/or payment of claims associated with said requisitions in accordance with Town policy and New York State law.

Adopted this _____ day of _____, 2026