

**TOWN OF NEW BERLIN**  
**TOWN BOARD MEETING MINUTES**  
**February 10, 2025**

**CALL TO ORDER**

Supervisor Wendy Rifanburg called the Regular Monthly meeting of the Town Board at Town Hall to order at 6:00 PM.

**ROLL CALL**

Supervisor: Wendy Rifanburg

Council Members Present: Roy Stockwell, April Christian, John Parks and Sarah Wales-Wright

Town Clerk: Deborah Barker

Absent:

Wendy Rifanburg led a salute to the Flag

**PUBLIC COMMENTS**

- A Holmesville Hill resident inquired about progress with a dog situation. Officer Kaminski addressed the situation, informing them that it's a step-by-step process, and the Judge has determined not to size the dogs. Due to the condition of the home (inhabitable), the Town has called in a CPS and APS case.

**PREVIOUS MONTHS BOARD MEETING MINUTES**

Parks introduced a motion to accept the January 13, 2025, Reorganizational and Regular Board meeting minutes, seconded by Christian. PARKS: Y STOCKWELL: A RIFANBURG: Y WALES-WRIGHT: A CHRISTIAN: Y CARRIED: 3-2(abstention)

Parks introduced a motion to accept the January 21, 2025, Special Board meeting minutes, seconded by Wales-Wright. PARKS: Y STOCKWELL: Y RIFANBURG: Y WALES-WRIGHT: Y CHRISTIAN: A CARRIED: 4-1(abstention)

Parks introduced a motion to accept the January 27, 2025, Committee meeting minutes, seconded by Christian. PARKS: Y STOCKWELL: A RIFANBURG: Y WALES-WRIGHT: Y CHRISTIAN: A CARRIED: 4-1 (abstention)

**ACCEPT MONTHLY REPORTS**

Stockwell introduced a motion to accept the monthly reports for filing, seconded by: Christian PARKS: Y STOCKWELL: Y RIFANBURG: Y WALES-WRIGHT: Y CHRISTIAN: Y CARRIED: 5-0

- Supervisor- Verbal report
- Highway- Report submitted
  - Paul cannot continue, the Board agreed to advertise for 2 PT laborers.
- New Berlin Police – Report submitted
- Town Justice – Report submitted
  - Parks motioned to allow the Judge to hire an extra clerk for upcoming Jury trials not to exceed \$200.00 per instance, seconded by Christian. PARKS: Y STOCKWELL: Y RIFANBURG: Y WALES-WRIGHT: Y CHRISTIAN: Y CARRIED: 5-0
- SNBWD – Report submitted
  - Rifanburg and Wales-Wright have been reading meters and trying to correct the reader/software issues
- Assessor - Report Submitted
- Town Clerk – Report submitted
  - Parks motioned to allow the Deputy Clerk to work 14 extra hours over the three weeks the Clerk will be out on working medical leave, seconded by Stockwell. PARKS: Y STOCKWELL: Y RIFANBURG: Y WALES-WRIGHT: Y CHRISTIAN: Y CARRIED: 5-0
- Millbrook- Verbal report

**ACCEPT COMMITTEE MINUTES**

- Planning Board Committee: No meetings
- CDLF Committee: No meetings

**BOARD MEMBER COMMITTEE MINUTES**

Highway: John Parks

Buildings and Grounds: John Parks

- New doors were installed on the Hwy garage

Youth Program: Sarah Wales-Wright

- Hours for Millbrook manager are Mon and Tue: She keeps a time log on a spreadsheet

Ambulance:

Police: April Christian

SNB Water District: Roy Stockwell

### **APPROVAL OF VOUCHERS RESOLUTION # 15 of 2025**

Wales-Wright audited the vouchers for January 14, 2025, through February 10, 2025 and Rifanburg motioned to accept and approve, Seconded by Christian: PARKS: Y STOCKWELL: Y RIFANBURG: Y WALES-WRIGHT: Y CHRISTIAN: Y CARRIED: 5-0

### **APPROVAL OF FINANCIAL REPORTS**

Christian motioned to accept the month-end financial reports, operating statements, and revolving loan fund reports, which Stockwell seconded. PARKS: Y STOCKWELL: Y RIFANBURG: Y WALES-WRIGHT: Y CHRISTIAN: Y CARRIED: 5-0

### **OLD BUSINESS**

### **NEW BUSINESS**

- Wales-Wright motioned to switch the Millbrook and Highway cell phones, eliminating the Highway phone number for savings, which Christian seconded. PARKS: Y STOCKWELL: Y RIFANBURG: Y WALES-WRIGHT: Y CHRISTIAN: Y CARRIED: 5-0
- Parks motioned to accept the resignation of Officer Romano (PT Officer), seconded by Christian. PARKS: Y STOCKWELL: Y RIFANBURG: Y WALES-WRIGHT: Y CHRISTIAN: Y CARRIED: 5-0
- Parks motioned to move money from the garage contract to building and grounds and replace two doors on the Highway garage this year for \$16,000, seconded by Wales-Wright. PARKS: Y STOCKWELL: Y RIFANBURG: Y WALES-WRIGHT: Y CHRISTIAN: Y CARRIED: 5-0

Resolution #16 of 2025: Authorizing the Town of New Berlin Town Board to change the NBT bank accounts from money marker to intrafi

Introduction by: Rifanburg Seconded by: Parks

Roll call: Parks: Y Rifanburg: Y Stockwell: Y Christian: Y Wales-Wright: Y Carried 5-0

Resolution #17 of 2025: Authorizing the Town of New Berlin Town Board to amend the budget by moving a donation of \$500.00 for the police to the Police CE line.

Introduction by: Rifanburg Seconded by: Christian

Roll call: Parks: Y Rifanburg: Y Stockwell: Y Christian: Y Wales-Wright: Y Carried 5-0

Resolution #18 of 2025: Authorizing the Town of New Berlin Town Board to amend the budget by removing a newly added budget line, DA5130.4 Machinery CE, as advised by the accountant and moving the \$7500 budgeted to the DA5142.1 Snow removal PS to cover overtime.

Introduction by: Rifanburg Seconded by: Parks

Roll call: Parks: Y Rifanburg: Y Stockwell: Y Christian: Y Wales-Wright: Y Carried 5-0

Resolution #19 of 2025: Authorizing the Town of New Berlin Town Board to amend the budget by moving \$16,000 reserves into buildings and grounds.

Introduction by: Christian Seconded by: Stockwell

Roll call: Parks: Y Rifanburg: Y Stockwell: Y Christian: Y Wales-Wright: Y Carried 5-0

**CORRESPONDENCE**  
**EXECUTIVE SESSION**  
**RETURN TO REGULAR SESSION**

**ADJOURN -8:13PM**

Christian motioned to adjourn the meeting. Seconded by: Stockwell. PARKS: Y STOCKWELL: Y RIFANBURG:  
Y CHRISTIAN: Y WALES-WRIGHT: Y CARRIED 5-0

The minutes of February 10, 2025, of the meeting were taken and typed by Deborah Barker, Town Clerk.