

**TOWN OF NEW BERLIN**  
**TOWN BOARD MEETING MINUTES**  
**January 10, 2022**

**REORGANIZATIONAL MEETING**

**Resolution #1 of 2022 – Appointments**

RESOLUTION INTRODUCED BY: Parks SECONDED BY: Burchill  
ROLL CALL VOTE  
BURCHILL: Y PARKS: Y STARR: Y STOCKWELL: Y RIFANBURG: Y  
YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0  
CARRIED: X NOT CARRIED:

**Resolution #2 of 2022 – Designations**

RESOLUTION INTRODUCED BY: Rifanburg SECONDED BY: Stockwell  
ROLL CALL VOTE  
BURCHILL: A PARKS: Y STARR: Y STOCKWELL: Y RIFANBURG: Y  
YES: 4 NO: 0 ABSTENTION: 1 ABSENT: 0  
CARRIED: X NOT CARRIED:

**Resolution #3 of 2022 – Authorizations**

RESOLUTION INTRODUCED BY: Parks SECONDED BY: Burchill  
ROLL CALL VOTE  
BURCHILL: Y PARKS: Y STARR: Y STOCKWELL: Y RIFANBURG: Y  
YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0  
CARRIED: X NOT CARRIED:

**Resolution #4 of 2022 – Petty Cash Funds**

RESOLUTION INTRODUCED BY: Stockwell SECONDED BY: Rifanburg  
ROLL CALL VOTE  
BURCHILL: Y PARKS: Y STARR: Y STOCKWELL: Y RIFANBURG: Y  
YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0  
CARRIED: X NOT CARRIED:

**Resolution #5 of 2022 – Compensation Schedule**

RESOLUTION INTRODUCED BY: Burchill SECONDED BY: Rifanburg  
ROLL CALL VOTE  
BURCHILL: Y PARKS: Y STARR: Y STOCKWELL: Y RIFANBURG: Y  
YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0  
CARRIED: X NOT CARRIED:

**Resolution #6 of 2022 – Authorizing the Supervisor to Pay Budgeted Fire Contracts**

RESOLUTION INTRODUCED BY: Parks SECONDED BY: Rifanburg  
ROLL CALL VOTE  
BURCHILL: Y PARKS: Y STARR: Y STOCKWELL: Y RIFANBURG: Y  
YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0  
CARRIED: X NOT CARRIED:

**Resolution #7 of 2022 – Establishing Monthly Board Meeting**

RESOLUTION INTRODUCED BY: Rifanburg SECONDED BY: Stockwell  
ROLL CALL VOTE  
BURCHILL: Y PARKS: A STARR: Y STOCKWELL: Y RIFANBURG: Y  
YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0  
CARRIED: X NOT CARRIED:

**Resolution #8 of 2022 – Town Committees and Board terms**

RESOLUTION INTRODUCED BY: Burchill SECONDED BY: Stockwell  
ROLL CALL VOTE  
BURCHILL: Y PARKS: Y STARR: Y STOCKWELL: Y RIFANBURG: A  
YES: 4 NO: 0 ABSTENTION: 1 ABSENT: 0  
CARRIED: X NOT CARRIED:

**Resolution #9 of 2022 – Authorizing the Town of New Berlin to hire David Merzig and Town Attorney**

RESOLUTION INTRODUCED BY: Stockwell SECONDED BY: Burchill  
ROLL CALL VOTE  
BURCHILL: Y PARKS: Y STARR: Y STOCKWELL: Y RIFANBURG: Y  
YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0  
CARRIED: X NOT CARRIED:

Motion to close the Reorganizational meeting @ 6:10PM and go into the regular Board Meeting was introduced by Burchill, Seconded by Stockwell. Carried 5-0

**CALL TO ORDER**

Supervisor, Robert Starr called the Regular Monthly meeting of the Town Board at Town Hall to order at 6:10p.m.

**ROLL CALL**

Supervisor: Robert Starr  
Council Members Present: Josh Burchill, Wendy Rifanburg, Roy Stockwell, John Parks  
Town Clerk: Deborah Barker  
Absent:  
Salute to the Flag was led by Robert Starr

**PUBLIC COMMENTS**

Mayor Peter Lennon discussed the progress on the Community Development loan program within the Village, as well as the Ambulance. He also let the Board know that there was a resignation on the Village Board of Trustees.

**PREVIOUS MONTHS BOARD MEETING MINUTES ACCEPTED**

A motion was introduced by Parks to accept December 13 and table the December 29, 2021 Board Meeting minutes, Seconded by Stockwell Carried 5-0

**ACCEPT MONTHLY REPORTS**

A motion was introduced by Burchill to accept the monthly reports for filing, seconded by: Rifanburg Carried 5-0

- Highway- Report submitted
  - Highway Garage inventory was included in the report. The Board discussed having all major departments due an annual inventory.
- New Berlin Police – Report submitted
  - Add the Police phone number to the frontier Mitel system message
  - A motion was made by Rifanburg to add one hour pay to Kaminski’s time card to bring the radar to Syracuse, seconded by Burchill. Carried 5-0
  - Rifanburg would like it noted that she didn’t get the Purchase policy respect in the past
- Town Justice – Report submitted
- SNBWD – Report submitted
- Assessor - Report Submitted

Resolution #11 of 2022 – Authorizing the Assessor to waive the renewal application for real property law 467

RESOLUTION INTRODUCED BY: Rifanburg SECONDED BY: Burchill  
 ROLL CALL VOTE  
 BURCHILL: Y PARKS: Y STARR: Y STOCKWELL: Y RIFANBURG: Y  
 YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0  
 CARRIED: X NOT CARRIED:

- Town Clerk – Report submitted
- Planning Board Committee:

**ACCEPT COMMITTEE MINUTES**

**BOARD MEMBER COMMITTEE MINUTES**

Highway: John Parks  
 Buildings and Grounds: John Parks  
 Youth Program: Josh Burchill  
 Ambulance:  
 Police: Wendy Rifanburg  
 SNB Water District: Roy Stockwell

**APPROVAL OF VOUCHERS**

Rifanburg audited the vouchers for December 29, 2021 through January 10, 2022 and made a motion to accept and approve Seconded by Parks: Carried 5-0

**APPROVAL OF THE BALALCE SHEET/LOAN FUND BALANCE SHEETS**

<b>Fund</b>	<b>Prepay</b>	<b>Unpaid</b>
<b>General</b>	<b>5693.17</b>	<b>1868.86</b>
<b>Town Outside Village</b>	<b>956.25</b>	
<b>Highway DA</b>	<b>826.10</b>	<b>10874.37</b>
<b>Highway DB</b>		<b>424.82</b>
<b>Street Lighting</b>		
<b>SNB Water District</b>	<b>31301.19</b>	
<b>Ambulance</b>		

## **APPROVAL OF FINANCIAL REPORTS**

A motion to accept month end financial reports, operating statements, revolving loan funds was introduced by: Parks Seconded by: Rifanburg. Carried 5-0

## **OLD BUSINESS**

- Holiday pay incentive for the PT Police was tabled for further discussion
- Purchase policy updates were tabled
- Personnel policy updates were tabled

Resolution #17 of 2021 – Authorizing transfer of appropriated funds with explanations of changes

RESOLUTION INTRODUCED BY: Burchill SECONDED BY: Stockwell  
ROLL CALL VOTE  
BURCHILL: Y PARKS: Y STARR: Y STOCKWELL: Y RIFANBURG: Y  
YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0  
CARRIED: X NOT CARRIED:

## **NEW BUSINESS**

- A motion was made by Burchill to sign the contract with principle LLC to draw up plans for Millbrook upgrades, seconded by Starr. Carried 5-0
- A motion was made by Rifanburg to amend the October minutes to reflect that Holiday incentive pay for PT Police Officers was tabled, seconded by Stockwell. Carried 3-2
- A motion was made by Rifanburg to approve Kaminski to attend the evidence certification training 2/1 & 2/2/2022, seconded by Burchill. Carried 5-0
- A motion was made by Burchill to hire North shore solutions for 12 hrs per year @ \$540 to update the website and emails, seconded by Starr. Carried 5-0

Resolution #10 of 2022 – Authorizing the transfer of funds from the Millbrook reserve

RESOLUTION INTRODUCED BY: Burchill SECONDED BY: Rifanburg  
ROLL CALL VOTE  
BURCHILL: Y PARKS: Y STARR: Y STOCKWELL: Y RIFANBURG: Y  
YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0  
CARRIED: X NOT CARRIED:

## **CORRESPONDENCE**

None

## **ADJOURN**

Motion to adjourn @ 8:14 was made by Parks, seconded by Stockwell, carried 5-0

Minutes of the January 10, 2022 meeting were taken and typed by Deborah Barker, Town Clerk