

**TOWN OF NEW BERLIN**  
**TOWN REORGANIZATIONAL MEETING MINUTES**  
**TOWN BOARD MEETING MINUTES**  
**January 08, 2024**

**REORGANIZATIONAL MEETING**

**Resolution #1 of 2024 – Appointments**

RESOLUTION INTRODUCED BY: Rifanburg SECONDED BY: Parks  
ROLL CALL VOTE  
PARKS: Y STOCKWELL: A RIFANBURG: Y WALES-WRIGHT: Y  
YES: 3 NO: 0 ABSTENTION: 0 ABSENT: 1 VACANCY: 1  
CARRIED: X NOT CARRIED:

**Resolution #2 of 2024 – Designations**

RESOLUTION INTRODUCED BY: Rifanburg SECONDED BY: Parks  
ROLL CALL VOTE  
PARKS: Y STOCKWELL: A RIFANBURG: Y WALES-WRIGHT: Y  
YES: 3 NO: 0 ABSTENTION: 0 ABSENT: 1 VACANCY: 1  
CARRIED: X NOT CARRIED:

**Resolution #3 of 2024 – Authorizations**

RESOLUTION INTRODUCED BY: Rifanburg SECONDED BY: Wales-Wright  
ROLL CALL VOTE  
PARKS: Y STOCKWELL: A RIFANBURG: Y WALES-WRIGHT: Y  
YES: 3 NO: 0 ABSTENTION: 0 ABSENT: 1 VACANCY: 1  
CARRIED: X NOT CARRIED:

**Resolution #4 of 2024 – Petty Cash Funds**

RESOLUTION INTRODUCED BY: Parks SECONDED BY: Wales-Wright  
ROLL CALL VOTE  
PARKS: Y STOCKWELL: A RIFANBURG: Y WALES-WRIGHT: Y  
YES: 3 NO: 0 ABSTENTION: 0 ABSENT: 1 VACANCY: 1  
CARRIED: X NOT CARRIED:

**Resolution #5 of 2024 – Compensation Schedule**

RESOLUTION INTRODUCED BY: Wales-Wright SECONDED BY: Rifanburg  
ROLL CALL VOTE  
PARKS: Y STOCKWELL: A RIFANBURG: Y WALES-WRIGHT: Y  
YES: 3 NO: 0 ABSTENTION: 0 ABSENT: 1 VACANCY: 1  
CARRIED: X NOT CARRIED:

**Resolution #6 of 2024 – Authorizing the Supervisor to Pay Budgeted Fire Contracts**

RESOLUTION INTRODUCED BY: Rifanburg SECONDED BY: Parks  
ROLL CALL VOTE  
PARKS: Y STOCKWELL: A RIFANBURG: Y WALES-WRIGHT: Y  
YES: 3 NO: 0 ABSTENTION: 0 ABSENT: 1 VACANCY: 1  
CARRIED: X NOT CARRIED:

**Resolution #7 of 2024 – Establishing Monthly Board Meeting**

RESOLUTION INTRODUCED BY: Rifanburg SECONDED BY: Wales-Wright  
ROLL CALL VOTE  
PARKS: Y STOCKWELL: A RIFANBURG: Y WALES-WRIGHT: Y  
YES: 3 NO: 0 ABSTENTION: 0 ABSENT: 1 VACANCY: 1  
CARRIED: X NOT CARRIED:

**Resolution #8 of 2024 – Town Committees and Board terms**

RESOLUTION INTRODUCED BY: Rifanburg SECONDED BY: Wales-Wright  
ROLL CALL VOTE  
PARKS: Y STOCKWELL: A RIFANBURG: Y WALES-WRIGHT: Y  
YES: 3 NO: 0 ABSTENTION: 0 ABSENT: 1 VACANCY: 1  
CARRIED: X NOT CARRIED:

**Resolution #9 of 2024 – Authorizing the Town of New Berlin to hire David Merzig and Town Attorney**

RESOLUTION INTRODUCED BY: Wales-Wright SECONDED BY: Parks  
ROLL CALL VOTE  
PARKS: Y STOCKWELL: A RIFANBURG: Y WALES-WRIGHT: Y  
YES: 3 NO: 0 ABSTENTION: 0 ABSENT: 1 VACANCY: 1  
CARRIED: X NOT CARRIED:

Motion to close the Reorganizational meeting and go into the regular Board Meeting was introduced by Parks, Seconded by Wales-Wright. Carried 3-1-1

**CALL TO ORDER**

Rifanburg called the Regular Monthly meeting of the Town Board at Town Hall to order at 6:10p.m.

**ROLL CALL**

Supervisor: Wendy Rifanburg  
Council Members Present: John Parks, Sarah Wales-Wright  
Town Clerk: Deborah Barker  
Absent: Roy Stockwell  
Salute to the Flag was led by Wendy Rifanburg

**PUBLIC COMMENTS**

Mary-Ellen asked about cameras in the Village, Board is still discussing it

Mayor Peter Lennon discussed the following topics:

\*Emergency Operations Plan \*Grant for water/Sewer \*Easter egg hunt end of March

## **PREVIOUS MONTHS BOARD MEETING MINUTES ACCEPTED**

- A motion was introduced by Wales-Wright to accept December 11 and 27 2023 Board Meeting minutes, Seconded by Parks PARKS: Y WALES-WRIGHT: Y STOCKWELL: A RIFANBURG: Y Carried 3-1 (absent) 1 (vacancy)

## **ACCEPT MONTHLY REPORTS**

- A motion was introduced by Wales-Wright to accept the monthly reports for filing, seconded by: Parks. PARKS: Y WALES-WRIGHT: Y STOCKWELL: A RIFANBURG: Y Carried 3-1 (absent) 1 (vacancy)
  - Highway- Report submitted
  - New Berlin Police – Report submitted
  - Town Justice – Report submitted
  - SNBWD – Report submitted
  - Assessor - Report Submitted
    - A motion was made by Parks to wait for a list from State before sending Senior Citizen post cards, seconded by Wales-Wright. PARKS: Y WALES-WRIGHT: Y STOCKWELL: A RIFANBURG: Y Carried 3-1 (absent) 1 (vacancy)
  - Town Clerk – Report submitted
    - Collecting taxes

## **ACCEPT COMMITTEE MINUTES**

- Planning Board Committee:

## **BOARD MEMBER COMMITTEE MINUTES**

Highway: John Parks

Buildings and Grounds: John Parks

Youth Program: Sarah Wales-Wright

Ambulance: Wendy Rifanburg

Police:

SNB Water District: Roy Stockwell

## **APPROVAL OF FINANCIAL REPORTS**

- A motion to accept month end financial reports, operating statements, revolving loan funds was introduced by: Wales-Wright, Seconded by: Parks. PARKS: Y WALES-WRIGHT: Y STOCKWELL: A RIFANBURG: Y Carried 3-1 (absent) 1 (vacancy)

## **OLD BUSINESS**

- General code quote to purchase code books was tabled

## **NEW BUSINESS**

- Rifanburgs Council Resignation was tabled due to lack of quorum
- A motion was made by Parks to accept the Court audit done by Rifanburg, seconded by Rifanburg. PARKS: Y WALES-WRIGHT: Y STOCKWELL: A RIFANBURG: Y Carried 3-1 (absent) 1 (vacancy)
- A motion was made by Parks to accept a donation from the Methodist Church to the Town Police for \$500.00, seconded by Wales-Wright. PARKS: Y WALES-WRIGHT: Y STOCKWELL: A RIFANBURG: Y Carried 3-1 (absent) 1 (vacancy)
- A motion was made by Wales-Wright to amend the personnel policy adding Part-time employees can carry over 20 hours of PTO
- A motion was made by Parks to accept the bid from B&H \$3595.08 for the Police partition and doors in the building, seconded by Wales-Wright. PARKS: Y WALES-WRIGHT: Y STOCKWELL: A RIFANBURG: Y Carried 3-1 (absent) 1 (vacancy)

- A motion was made by Parks to accept the bid from Vibbard electric for South New Berlin water electrical work \$2115.00, seconded by Wales-Wright. PARKS: Y WALES-WRIGHT: Y STOCKWELL: A RIFANBURG: Y Carried 3-1 (absent) 1 (vacancy)
- A motion was made by Parks to hire Martha Vidler as Court Clerk for \$20 per hour, 12 hours per week, seconded by Wales-Wright. PARKS: Y WALES-WRIGHT: Y STOCKWELL: A RIFANBURG: Y Carried 3-1 (absent) 1 (vacancy)
- A motion was made by Parks to accept quarterly mileage reimbursement requests from the Assessor, seconded by Rifanburg. PARKS: Y WALES-WRIGHT: Y STOCKWELL: A RIFANBURG: Y Carried 3-1 (absent) 1 (vacancy)
- A motion was made by Parks to have a special meeting followed by a committee mtg on January 22, 2024 at 6:00PM to accept Wendy Rifanburg resignation from Council as well as unpaid bills, seconded by Wales-Wright. PARKS: Y WALES-WRIGHT: Y STOCKWELL: A RIFANBURG: Y Carried 3-1 (absent) 1 (vacancy)
- A motion was made by Parks to authorize the Supervisor to sign the SPCA contract once revised to state \$50 per day (not \$75), seconded by Wales-Wright. PARKS: Y WALES-WRIGHT: Y STOCKWELL: A RIFANBURG: Y Carried 3-1 (absent) 1 (vacancy)
- A motion was made by Wales-Wright to approve the Supervisor to attend the Newly elected training in Albany 1/17-1/19/24 including hotel and mileage costs, seconded by Parks PARKS: Y WALES-WRIGHT: Y STOCKWELL: A RIFANBURG: Y Carried 3-1 (absent) 1 (vacancy)

**Resolution #10 of 2024 – Authorization to transfer balance in TOV into a reserve**

RESOLUTION INTRODUCED BY: Wales-Wright SECONDED BY: Parks

ROLL CALL VOTE

PARKS: Y STOCKWELL: A RIFANBURG: Y WALES-WRIGHT: Y

YES: 3 NO: 0 ABSTENTION: 0 ABSENT: 1 VACANCY: 1

CARRIED: X NOT CARRIED:

**Resolution #11 of 2024 – Approve the abstract of vouchers from 12/28/23-1/8/24**

RESOLUTION INTRODUCED BY: Wales-Wright SECONDED BY: Parks

ROLL CALL VOTE

PARKS: Y STOCKWELL: A RIFANBURG: Y WALES-WRIGHT: Y

YES: 3 NO: 0 ABSTENTION: 0 ABSENT: 1 VACANCY: 1

CARRIED: X NOT CARRIED:

**Resolution #12 of 2024 – Transfer donation into the Police C/E line**

RESOLUTION INTRODUCED BY: Parks SECONDED BY: Wales-Wright

ROLL CALL VOTE

PARKS: Y STOCKWELL: A RIFANBURG: Y WALES-WRIGHT: Y

YES: 3 NO: 0 ABSTENTION: 0 ABSENT: 1 VACANCY: 1

CARRIED: X NOT CARRIED:

**Resolution #13 of 2024 – Transfer Arpa funds in FX for electrical work**

RESOLUTION INTRODUCED BY: Rifanburg SECONDED BY: Wales-Wright

ROLL CALL VOTE

PARKS: Y STOCKWELL: A RIFANBURG: Y WALES-WRIGHT: Y

YES: 3 NO: 0 ABSTENTION: 0 ABSENT: 1 VACANCY: 1

CARRIED: X NOT CARRIED:

**CORRESPONDENCE**

None

**ADJOURN 9:07**

Motion to adjourn was made by Wales-Wright, seconded by Parks, PARKS: Y WALES-WRIGHT: Y STOCKWELL: A RIFANBURG: Y Carried 3-1 (absent) 1 (vacancy)

Minutes of the January 08, 2024 meeting were taken and typed by Deborah Barker, Town Clerk