

**TOWN OF NEW BERLIN  
TOWN BOARD MEETING MINUTES  
November 12, 2024**

**Public Hearing: 5:45 2025 Budget**

Wendy Rifanburg called the Public hearing to order

Rifanburg explained the budget lines, amounts, changes, and the overall budget.

Jim and Kim Harrington were present and asked a few questions.

Kim Felter Canerelli was present and asked questions.

Mark Hollifield was also present and asked a few questions, then thanked the Supervisor for the explanations. Parks wanted to publicly thank Joan from AJF and Rifanburg for all their work on the budget and Rifanburg for her transparency.

A motion was made by Wales-Wright to close the public hearing and open the regular Board meeting @ 6:51PM

**Call TO ORDER**

Wendy Rifanburg called the Regular Monthly meeting of the Town Board at the Town Hall to order at 6:52 p.m.

**ROLL CALL**

Supervisor: Wendy Rifanburg

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

Town Clerk: Deborah Barker

Absent:

Wendy Rifanburg led the salute to the Flag

**PUBLIC COMMENTS**

- Mr. Hollifield asked for updates on Chenango Lake pipe. This is a County code and Norwich City issue and has passed along to them.
- Jim and Kim Harrington asked to have the matter of their address looked into. The address is incorrect and they were told that only the assessor can fix it.

**PREVIOUS MONTHS BOARD MEETING MINUTES ACCEPTED**

Christian motioned to accept the Meeting Minutes for October 15, 2024, seconded by Wales-Wright. Parks: Y Wales-Wright: Y Stockwell: Y Rifanburg: Y Christian: Y Carried 5-0

**ACCEPT MONTHLY REPORTS**

Parks motioned to accept the monthly reports for filing, seconded by Stockwell. Parks: Y Wales-Wright: Y Stockwell: Y Rifanburg: Y Christian: Y Carried 5-0

**Supervisor** – Report submitted verbally

Memorandum

**Highway**- Report submitted

**Police** – Report submitted

Parks motioned to increase the police uniform count to 3 Short sleeve shirts, 3 Long sleeve shirts and 3 pairs of pants, seconded by Wales-Wright. Parks: Y Wales-Wright: Y Stockwell: Y Rifanburg: Y Christian: Y Carried 5-0

Wales-Wright motioned to approve ordering a med-box for the Town hall with placement being tabled until further information is obtained, seconded by Christian. Parks: Y Wales-Wright: Y Stockwell: Y Rifanburg: Y Christian: Y Carried 5-0

**Town Justice** – Report submitted

**SNBWD** – Report submitted

Wales-Wright motioned to leave the water on at Lizzies campground year round, seconded by Stockwell. Parks: Y Wales-Wright: Y Stockwell: Y Rifanburg: Y Christian: Y Carried 5-0

**Assessor** -

Stockwell motioned to change the Assessor hours to Thursday evening 5:30-8:30, seconded by Parks. Parks: Y Wales-Wright: Y Stockwell: Y Rifanburg: Y Christian: Y Carried 5-0

**Town Clerk** – Report submitted

Memorandum

**Millbrook**- Report submitted

## ACCEPT COMMITTEE MINUTES

**Planning Board Committee:**

- October 03, 2024 Minutes submitted
- Kathy Cosh has resigned from the Planning Board.

**Community Development Loan Committee:**

- October 24, 2024 Minutes received

## BOARD MEMBER COMMITTEE

**Highway:** John Parks

**Buildings and Grounds:** John Parks

**Youth Program:** Sarah Wales-Wright

**Ambulance:** Wendy Rifanburg

**Police:** April Christian

**SNB Water District:** Roy Stockwell

## APPROVAL OF FINANCIAL REPORTS

Wales-Wright motioned to accept month-end financial reports, operating statements, and revolving loan funds, seconded by Christian. Parks: Y Wales-Wright: Y Stockwell: Y Rifanburg: Y Christian: Y Carried 5-0

## OLD BUSINESS

Side by side on Town roads update: it is a liability to the Town, The Board agreed to table not passing it at this time.

The Board agreed to table changes being made to the procurement policy

## NEW BUSINESS

- Parks motioned to hire Jeanine Crandall starting January 01, 2025 as assessor in training for 625.00 monthly for 9 months, seconded by Wales-Wright. . Parks: Y Wales-Wright: Y Stockwell: Y Rifanburg: Y Christian: Y Carried 5-0
- Wales-Right motioned to start paying AT&T online as a prepay, seconded by Christian. Parks: Y Wales-Wright: Y Stockwell: Y Rifanburg: Y Christian: Y Carried 5-0

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- Parks motioned to approve the 2025 budget, seconded by Christian. Parks: Y Wales-Wright: Y Stockwell: Y Rifanburg: Y Christian: Y Carried 5-0
- Wales-Wright motioned to approve paying a DG bill for 23.00 as a prepay, seconded by Parks. . Parks: Y Wales-Wright: Y Stockwell: Y Rifanburg: Y Christian: Y Carried 5-0
- Parks motioned to add the Towns code of ethics in the next paycheck and future hiring packets, seconded by Wales-Wright. . Parks: Y Wales-Wright: Y Stockwell: Y Rifanburg: Y Christian: Y Carried 5-0
- Parks motioned that foils requiring legal advice will be forwarded to the Supervisor for record, seconded by Wales-Wright. . Parks: Y Wales-Wright: Y Stockwell: Y Rifanburg: Y Christian: Y Carried 5-0

**Resolution #55 Authorization to pay the audited vouchers 10/16/24-11/12/24**

RESOLUTION INTRODUCED BY: Rifanburg SECONDED BY: Christian

ROLL CALL VOTE

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

YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0

CARRIED: X NOT CARRIED:

**Resolution #56 of 2024 – To amend the budget for Garage CE A51324.1 from Contingency A19904.1 for 1027.16**

RESOLUTION INTRODUCED BY: Rifanburg SECONDED BY: Parks

ROLL CALL VOTE

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

YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0

CARRIED: X NOT CARRIED:

**Resolution #57 of 2024 – To amend the budget for Town Clerk CE A1410.4 from Contingency A19904.1 for 553.91 and Town Clerk EQ A1410.1 for 1200.00**

RESOLUTION INTRODUCED BY: Parks SECONDED BY: Christian

ROLL CALL VOTE

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

YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0

CARRIED: X NOT CARRIED:

**Resolution #58 of 2024 – To amend the budget for Central Print mail CE for 286.85 from Office supplies CE A1620.4**

RESOLUTION INTRODUCED BY: Rifanburg SECONDED BY: Wales-Wright

ROLL CALL VOTE

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

YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0

CARRIED: X NOT CARRIED:

**Resolution #59 of 2024 – To amend the budget for Machinery CE DB5130.4 for 4926.27 from General Repair CE DB 511004**

RESOLUTION INTRODUCED BY: Rifanburg SECONDED BY: Christian

ROLL CALL VOTE

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

YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0

CARRIED: X NOT CARRIED:

**Resolution #60 of 2024 – To authorize opening a new Money Marker for the revolving loan fund in the amount in the savings account of 81,806.28**

RESOLUTION INTRODUCED BY: Parks SECONDED BY: Stockwell

ROLL CALL VOTE

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

YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0

CARRIED: X NOT CARRIED:

**Resolution #61 of 2024 – To amend the budget for Youth program CE A7310.4 for 11,200 from the Millbrook reserve**

RESOLUTION INTRODUCED BY: Rifanburg SECONDED BY: Wales-Wright

ROLL CALL VOTE

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

YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0

CARRIED: X NOT CARRIED:

Resolution #62 of 2024 – To amend the budget for Prof/Tech services CE B1989.2 for 2709.24 from TOV reserves.

RESOLUTION INTRODUCED BY: Parks SECONDED BY: Christian

ROLL CALL VOTE

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

YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0

CARRIED: X NOT CARRIED:

Resolution #63 of 2024 – To amend the budget increasing the State aid grants A3060.1 revenue due to receiving a grant for police equipment for 46,771.46, and increasing the Police equipment CE A3120.2.

RESOLUTION INTRODUCED BY: Rifanburg SECONDED BY: Parks

ROLL CALL VOTE

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

YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0

CARRIED: X NOT CARRIED:

### **EXECUTIVE SESSION 9:56PM**

Christian motioned to go into executive session to discuss Deputy Clerk personnel, seconded by Parks.

### **REGULAR SESSION 10:22**

Parks motioned to return to regular session, seconded by Wales-Wright.

No motions were made

The Board is considering to have all employees attend a code of professional conduct training, annually.

### **CORRESPONDENCE**

None

### **ADJOURN 10.25 PM**

Christian motioned to adjourn, seconded by Wales-Wright. Parks: Y Wales-Wright: Y Stockwell: Y Rifanburg: Y Christian: Y Carried 5-0

On November 12, 2024, meeting minutes were taken and typed by Deborah Barker, Town Clerk.