Village of New Berlin

Minutes of April 26, 2023

**The Special Meeting of April 26, 2023 was called to order at 6:05 pm by Mayor, Peter Lennon.**

**Roll Call**

**Crawford: yes**

**Canuel: yes**

**Smith: yes**

**Potter: yes**

**Lennon: yes**

Attendance: Kelly Anderson, Elizabeth Crawford.

A public hearing on the budget was held from 6:05 until 6:30 pm to take questions on the 2023/2024 Fiscal Year Budget. There were no questions about the proposed budget. The proposed tax rate is $13.1831 per thousand dollars or assessed property value, last year’s rate was $13.184 per thousand dollars of assessed property value. A copy of the budget will be available on the Village website.

Maryellen Canuel made the motion to approve the proposed budget for fiscal year 2023/2024 as reviewed. Dave Smith seconded the motion. Dave Smith seconded the motion. VOTE: Canuel: yes, Crawford: yes, Lennon: yes, Potter: yes, Smith: yes.

Jim Crawford made the motion to approve a one-time waiver of late charges for Myron’s Place, the New Berlin Youth Center that arose from a late payment of a water bill from a major water leak in the facility. The board views this as an extenuating circumstance. Rich Potter seconded the motion. VOTE: Canuel: yes, Crawford: yes, Lennon: yes, Potter: yes, Smith: yes.

The Village Board, with the assistance of Kelly Anderson began working on redevelopment of the job description and duties for the role of Clerk/Treasurer. Previously the Village had used the job description from Civil Service, NYCOM as well as a variety of other tasks to define the role. The desired result is to design one cohesive document for the position. It determined that the Appointment to the position of CD Loan Administrator and Records Management Officer would no longer be separate appointments but would fall under the roles and responsibilities of the Clerk/Treasurer. Kelly is going to consolidate the information into one document that will be prepared for board approval. Once the document is approved the board can move forward with an appointment for the position. The board and Kelly also discussed changing the hours to be more conducive to the needs of the working families in the community. The new proposed hours will begin June 5th provided Kelly has been released to return to work post knee replacement surgery. The New Hours discussed for the Village office are Mon, Wed, Thurs, Fri from 8am – 8pm, and Tuesday from 10am-6pm.

Rich Potter made the motion to adjourn the meeting. Maryellen Canuel seconded the motion. VOTE: Crawford: yes, Canuel: yes, Potter: yes, Smith: yes, Lennon: yes.

Adjourned at 8:25 PM - Kelly Anderson, Village Clerk and Treasurer