Village of New Berlin

Minutes of May 18, 2023

**The Special Meeting of May 18, 2023 was called to order at 5:30 pm by Mayor, Peter Lennon.**

**Roll Call**

**Crawford: no**

**Canuel: yes**

**Smith: no**

**Potter: yes**

**Lennon: yes**

Attendance: Kelly Anderson, Cynthia Steventon, Chris Capitelli.

Mayor Pete Lennon made the motion to approve a rate change to an amount of $7,500 for the six-month period of July 1 to Dec 31, 2023, for the New Berlin Ambulance Contract with the Town of Pittsfield which was previously approved by the Village board at a rate of $7,650 for the six-month contract. The recommendation was made after discussions with the Town of Pittsfield Supervisor. Rich Potter seconded the motion. VOTE: Canuel: yes, Potter: yes, Smith: yes, Lennon: yes.

The Village Board, with the assistance of Kelly Anderson continued working on redevelopments 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. The board 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. Maryellen Canuel made changes to the working document that was started after the special meeting held on the 26th of April. Once the document is approved the board can move forward with an appointment for the position. A special meeting has been scheduled for the 6th of June at 6:30 pm in the Village Hall with the goal of finalizing the revisions, changes to the hours of operation, and necessary approvals for the position.

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

Adjourned at 6:40 PM - Kelly Anderson, Village Clerk and Treasurer