Village of New Berlin

Minutes of June 6, 2023

The Special Meeting of June 6, 2023 was called to order at 6:34 pm by Mayor, Peter Lennon.

Roll Call

Crawford: no

Canuel: yes

Smith: no

Potter: yes

Lennon: yes

Attendance: Kelly Anderson, Elaine Lennon, Michelle Priola, Lisa Serradilla.

Mayor Lennon introduced the meeting as the third iteration in formatting a more detailed job description for the position of Village Clerk/Treasurer. Previous boards had utilized the job description as furnished by Chenango County Personnel Department which does not fully capture the true responsibilities of the position within the Village. The board discussed a few remaining grammatical changes to the working document. Maryellen Canuel made the changes to the working draft during the discussions. Once all board members in attendance were satisfied with the changes, Maryellen Canuel made a motion to accept and approve the revised job description for the position of Village Clerk Treasurer as presented. Rich Potter seconded the motion. VOTE: Maryellen Canuel: yes, Rich Potter: yes, Pete Lennon: yes. Approved.

The board plans to move on to the EMS Department next for revisions/adaptations to the job description for the positions within the Village. The first of those to be the position of Full Time Medic with Administrative duties. Mayor Lennon suggested to the board that Cost-of-Living Adjustments should be revisited for all positions as a part of the process of re-looking at each position. He recommends that the COLA be reviewed in August/September time frame for a possible adjustment to wages at the 6 month point of the fiscal year.

The Village board discussed revisions to the hours of Village Clerk/Treasurer. The current hours of the Village office are Monday through Friday from 8am to 3pm, with the Clerk/Treasurer taking her paid 30-minute meal break and 2 state mandated- 15-minute breaks from 3pm to 4pm. The proposed revised hours that will start with the next pay period the week of June 19th are Monday, Wednesday, Thursday, and Friday from 8 am – 4 pm with a paid 30-minute lunch and 2-paid 15-minute breaks from 1-2 and on Tuesdays from 10 am to 6pm pm with a paid 30-minute lunch and 2-paid 15-minute breaks from 2-3pm. Mayor Lennon and Rich Potter were concerned about continuing the paid lunch benefit, however Maryellen expressed that in her experiences it is a benefit that helps an organization attract and retain quality employees, that it is money well spent. Mayor Lennon and Rich Potter were willing to support the hours so long as the paid 30-minute lunch break is identified as a benefit as it is not state mandated to have a paid meal period. The Board has agreed to re-look at the paid meal period should the Clerk/Treasurer position become vacant and the search for a new employee is required.The board discussed that the EMS department also receives paid breaks as a benefit, and the fact that they may need to discuss that fact that the DPW has un-paid 30-minute meal periods.

Rich Potter made the motion to approve the adjustments in the office hours of the position of Village Clerk Treasurer to Monday, Wednesday, Thursday, and Friday from 8 am – 4 pm with a paid 30-minute lunch and 2-paid 15-minute breaks from 1-2 and on Tuesdays from 10 am to 6pm pm with a paid 30-minute lunch and 2-paid 15-minute breaks from 2-3pm. Changes to be effective with the next payroll period. Maryellen Canuel seconded the motion. VOTE: Maryellen Canuel: yes, Rich Potter: yes, Pete Lennon: yes. Approved.

Maryellen Canuel made the motion to approve the appointment of Kelly Anderson to the position of Village Clerk Treasurer. The term of the appointment will expire the first Monday or April 2025 at noon, as the term of Village Clerk Treasurer follows the same term dates as the position of Village Mayor. Rich Potter seconded the motion. VOTE: Maryellen Canuel: yes, Rich Potter: yes, Pete Lennon: yes. Approved.

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

Adjourned at 7:14 PM - Kelly Anderson, Village Clerk and Treasurer