TOWN OF NEW BERLIN
TOWN BOARD SPECIAL MEETING

6/4/2024
6:00PM
Board Room

Call to order	Supervisor 6:00PM
Roll call	Town Clerk
Salute to the Flag	Supervisor

AGENDA

- Acceptance of Connie Lewis termination

Motion: Second:

- Acceptance of Alecia Beckwith resignation

Motion: Second:

- New Position duty statement

Motion: Second:

- Resolution #29

Motion: Second:

- Resolution #30

Motion: Second:

- Resolution #31

Motion: Second:

- Resolution #32

Motion: Second:

- Letter to Connie Lewis

Motion: Second:

- Motion to decide salary for new Deputy Clerk

Motion: Second:

- Ad for new Deputy Clerk

Motion: Second:

Letter to the Board from the Town Clerk

MOTION TO ADJOURN THE 6/4/24 MEETING

MOTION: SECOND:

TOWN OF NEW BERLIN

Deborah A Barker
P. O. Box 845
30 North Main Street
New Berlin, NY 13411

Telephone 607-847- 8909
Fax 607-847- 6158

May 15, 2024

Dear Connie,

It has come to my attention that you have been offered and accepted the position of Clerk to the Supervisor, which involves a reduction in your hours as Deputy Clerk. We discussed prior to last night's meeting that due to the current relationship between the Town Clerk's Office and the Town Supervisor/Town Board, I believe that this dual role could present a conflict of interest.
To ensure the integrity, confidentiality, and professionalism of the Town Clerk's Office, it is necessary for you to choose between the two positions. Your decision to accept the position with the Town Supervisor means that you can no longer serve as Deputy Town Clerk, and I am removing you from that position effective immediately.

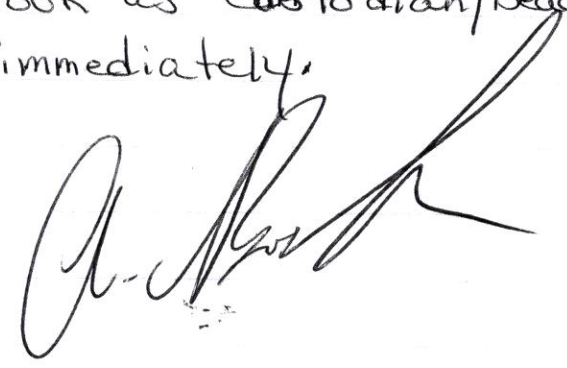
I appreciate your dedication and service to the Town Clerk's Office and wish you the best in your new role.

Sincerely,

Deborah A Barker
Town Clerk/Tax Collector

To whom it may Concern,

I Alecia ~~Beckwith~~ here by resign from my position at millbrook as Custodian/Beach attendant. Effective immediately.



Received by Connie Lewis 5/24/24

CLERK TO SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Performs all clerical, typing and office functions required to support the Administrative/Political functions of the elected Supervisor. This is important office and clerical work of whatever type required by the elected Supervisor to free him/her from clerical details. In connection with his/her Political/Legislative functions, rather than Administrative/Town Business functions exercised by the elected Town Clerk.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Answer calls from constituents and makes appointments for them;
Gathers information and makes reports for Supervisor;
Type correspondence;
Receives and sends out mail;
Keeps records of County Board meetings and of the various committees of the Board;
Keeps calendar of follow-up action on meetings with constituents, meetings of the Board, Committees or other public commissions or agencies with which Supervisor is dealing.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of grammar; ability to type; good reasoning, logic and personality; initiative; sense of public service.

MINIMUM QUALIFICATIONS:

Senior high school graduation with ability to type.

NEW YORK STATE CIVIL SERVICE APPROVAL 1966

2/23/79 - EXEMPT

3. Names and titles of persons supervising this position (General, Direct, Administrative, etc.):

NAME	TITLE	TYPE OF SUPERVISION
Wendy Rifanburg	Town Supervisor	Direct

4. Names and titles of persons supervised by employee in this position:

NAME	TITLE	TYPE OF SUPERVISION
None		

5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION

6. What minimum qualifications do you think should be required for this position?

Education: High School 4 years
College 0 years, with specialization in _____
Other 0 years, with specialization in _____

Experience: (list amount and type)

None

Essential knowledge's, skills and abilities:

None

Type of license or certificate required: N/A

7. The above statements are accurate and complete.

Date: 05/13/2024 Title: Town Supervisor Signature: _____

CERTIFICATE OF CIVIL SERVICE COMMISSION

8. In accordance with the provisions of Civil Service Law, Section 22, the Chenango County Personnel Officer _____ Civil Service Commission certifies that the appropriate civil service title for the position described is Clerk to Supervisor

Date: _____ Signature: _____

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

_____ Approved

_____ Disapproved

Date: Signature:

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created, the proposal therefor, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.
Effective April 1, 1959

CHENANGO COUNTY CIVIL SERVICE COMMISSION
NORWICH, NEW YORK

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward two typed copies to this Commission.

1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
General		Town of New Berlin

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

PERCENT OF WORK TIME	
100%	Answer calls from constituents and makes appointments for them; Gathers information and makes reports for Supervisor; Type correspondence; Receives and sends out mail; Keeps calendar of follow-up action on meetings with constituents, meetings of the Board, Committees or other public commissions or agencies with which Supervisor is dealing.

(attach additional sheets if more space is needed)

TOWN OF NEW BERLIN

RESOLUTION #29 OF 2024 AUTHORIZING THE TOWN OF NEW BERLIN BOARD TO AMEND THE DEPUTY CLERK PS LINE FOR A TOTAL OF 16 HOURS PER WEEK.

WHEREAS, THE TOWN OF NEW BERLIN HAS DETERMINED THAT 20 HOURS A WEEK FOR A DEPUTY CLERK IS TOO MUCH FOR THE SIZE OF THE TOWN AND HAS REDUCED IT. ADDITIONAL TO THIS, AT THE CLERK'S REQUEST, ALL MILLBROOK RELATED TASKS HAVE BEEN REMOVED FROM THE CLERKS OFFICE, AND REALLOCATED TO THE CLERK TO THE SUPERVISOR. THIS IS AFTER CAREFUL RESEARCH ON WHAT OTHER TOWNS ARE DOING IN CHENANGO COUNTY.

NOW THEREFORE BE IT NOW RESOLVED: BY THE TOWN OF NEW BERLIN BOARD

RESOLUTION INTRODUCED BY: SECONDED BY:

ROLL CALL VOTE:

PARKS RIFANBURG STOCKWELL WALES-WRIGHT CHRISTIAN

YES: NO: ABSENTION: ABSENT:

CARRIED: NOT CARRIED:

Seal

DATED:

_____

Deborah A Barker, Town Clerk

TOWN OF NEW BERLIN

RESOLUTION #30 OF 2024 AUTHORIZING THE TOWN OF NEW BERLIN BOARD TO AMEND THE A7310.1 YOUTH PROGRAM PS HOURLY LINE FOR A TOTAL OF $5,504.00 FOR 2024, AND TRANSFER TO THE A7310.1 YOUTH PROGRAM PS MANAGER LINE.

WHEREAS, THE TOWN OF NEW BERLIN HAS CONSOLIDATED DUTIES FOR THE YOUTH PROGRAM MANAGER AND YOUTH PROGRAM HOURLY EMPLOYEES, DUE TO A RESIGNATION.

NOW THEREFORE BE IT NOW RESOLVED: BY THE TOWN OF NEW BERLIN BOARD

RESOLUTION INTRODUCED BY: SECONDED BY:

ROLL CALL VOTE:

PARKS RIFANBURG STOCKWELL WALES-WRIGHT CHRISTIAN

YES: NO: ABSENTION: ABSENT:

CARRIED: NOT CARRIED:

Seal

DATED:

_____

Deborah A Barker, Town Clerk

TOWN OF NEW BERLIN

RESOLUTION #31 OF 2024 AUTHORIZING THE TOWN OF NEW BERLIN BOARD TO AMEND THE A7310.1 YOUTH PROGRAM PS MANAGER LINE AND TRANSFER $2,962.41 FROM MILLBROOK RESERVES.

WHEREAS, THE TOWN OF NEW BERLIN HAS DETERMINED THAT, AT THE CLERK'S REQUEST, ALL MILLBROOK RELATED TASKS HAVE BEEN REMOVED FROM THE CLERKS OFFICE AND CREATE A SALARY BASED LINE FOR THE MILLBROOK MANAGER.

NOW THEREFORE BE IT NOW RESOLVED: BY THE TOWN OF NEW BERLIN BOARD

RESOLUTION INTRODUCED BY: SECONDED BY:

ROLL CALL VOTE:

PARKS RIFANBURG STOCKWELL WALES-WRIGHT CHRISTIAN

YES: NO: ABSENTION: ABSENT:

CARRIED: NOT CARRIED:

Seal

DATED:

_____

Deborah A Barker, Town Clerk

TOWN OF NEW BERLIN

RESOLUTION #32 OF 2024 AUTHORIZING THE TOWN OF NEW BERLIN BOARD TO AMEND THE DEPUTY CLERK PS LINE FOR A TOTAL OF $2102.00 TO BE TRANSFER IN CLERK TO THE SUPERVISOR LINE A12201.1

WHEREAS, THE TOWN OF NEW BERLIN HAS REDUCED THE DUPTY CLERK PS LINE BY 4 HOURS. THESE FUNDS /HOURS WILL GO TO THE CLERK TO THE SUPERVISOR POSITION. THIS POSITION WILL BE EFFECTIVE 5/20/24.

NOW THEREFORE BE IT NOW RESOLVED: BY THE TOWN OF NEW BERLIN BOARD

RESOLUTION INTRODUCED BY: SECONDED BY:

ROLL CALL VOTE:

PARKS RIFANBURG STOCKWELL WALES-WRIGHT CHRISTIAN

YES: NO: ABSENTION: ABSENT:

CARRIED: NOT CARRIED:

Seal

DATED:

_____

TOWN OF NEW BERLIN

Wendy Rifanburg, Town Supervisor
P. O. Box 845
30 North Main Street
New Berlin, NY 13411

Telephone 607-847- 8910
Fax 607-847- 6158

June 4, 2024

To Connie Lewis,

Due to the resignation of Alecia Beckwith as Millbrook Custodian/Beach Attendant, and your termination as the Deputy Town Clerk, the Town Board has reallocated funds from the Millbrook Hourly Salary line to the Millbrook Manager's Salary line to supplement the loss. This allocation comes with additional duties and expected availability for Millbrook related tasks.

The Town Board has additionally reallocated funds for another 4 hours per week from the Deputy Clerk salary to the Clerk to the Supervisor salary.

This allocation begins June 4 and is available for the remainder of the fiscal year 2024.

Thank you for this consideration.

Wendy Rifanburg
Town of New Berlin Supervisor

P/T Deputy Clerk

The Town of New Berlin is currently accepting applications for a Part-Time Deputy Clerk to assist in Front office duties, filing, answering phones, data entry, licensing, vitals, and scanning. Submit applications in person to 30 N. Main St, New Berlin NY, or by mail at PO Box 845, New Berlin NY 13411. Applications can be found online at www.townofnewberlin.org

TOWN OF NEW BERLIN

Deborah A Barker, Town Clerk
P. O. Box 845
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Town Board of the Town of New Berlin

June 04, 2024

I received the resolutions and agenda for tonight's special meeting and would like to point out a few things.

Last month a resolution was passed to reduce the Deputy Clerk hours by 12 hours per week as stated that would be needed for Millbrook and a Clerk to the Supervisor (new position). This month there is a new resolution reducing the hours by an additional 4 per week, totaling 16 hours per week. If the Board thought they needed 16 hours per week for the Supervisor and Millbrook to complete their jobs why wasn't this included in last month's resolution or taken out of the General reserve which currently has $343,420.13? Interestingly, both the Supervisor and Millbrooks' inability to do the job at the Approved 2024 budget will be at the expense of the Town Clerks office (Deputy Clerk hours, and wages)

The Deputy Clerk has been a 32-hours-per-week position as far back as the 24 years I researched. Some duties the Deputy clerk handled have been allocated elsewhere and some new ones have been added. I agree that a slight partial reduction in hours could be a benefit to the Taxpayers. However, a reduction of 12-16 hrs per week will have a guaranteed negative impact on the Front office. I wish I had at least been a part of the discussion involving such an impact on both my Deputy Clerk's budget and hours.

Millbrook has its budget line, reserve, revenue, and Employees. The Millbrook staff includes a salaried director, salaried maintenance, and part-time beach attendants. Millbrook Payroll has also increased over the last two years from $13,000 to over $20,000. If more hours and finances are needed Millbrook has a reserve with a current balance of just over $16,000.00

In addition, we use an outside accounting firm strictly to cut checks and do payroll, this firm has recently been tasked with most of the Supervisors' financial duties which adds expense to the taxpayers. If the Supervisor needs a Clerk to the Supervisor because as stated "it's too much and I don't have time" as well as increasing the hours of the outside accounting firm to do their work why hasn't the salary line for the supervisor been decreased to reflect this shift?

It is of utmost importance that I bring to the Board's attention the fact that these decisions and constant retaliation have caused a backlog in the Front office of the Town affecting the Town as

a whole, as well as the overall health of the Town Clerk. I have been in a constant state of anxiousness, and having panic attacks since being under an absorbent amount of toxic stress in this current hostile work environment. Each day brings a new change to the daily tasks I have done for over 10 years, an accusation of some form of wrongdoing, a screaming match, or a decrease in pay, and assistance. I am interrogated, ridiculed, and demeaned in every aspect of my daily activities. My integrity has been questioned and personal space rummaged through. I have written many letters to the Board some asking that we sit and discuss how I have done my job for the last 10 years, what my job under NYS Town law consists of, what changes we might be able to agree on, and continue to work as a team professionally for the sake of our Constituents who voted us into these positions. It's been over a year since at least some of these letters and only one Board member has even asked what my job consists of, however, my office has been in a daily state of change, and disruption. I can only hope that this letter finds you all in good health, with open minds to maybe understanding some of these points and reasons why it might be important to work together. I enjoy my job as a Town Clerk working for the Public. I ask that moving forward we treat each other with respect, professionalism, and even kindness. Thank you

Sincerely,

Deborah A Barker
Town Clerk