

TOWN OF BERKSHIRE MINUTES

Twelfth Regular Meeting
December 17, 2025

Called regular December meeting to order at 7:00 pm

The Twelfth Regular Meeting of 2025 was held on December 17, 2025 and was called to order by the Town Supervisor Barb Jordan at 7:00 P.M. with Board Members present.

Approval of the Regular Meeting minutes November 2025, a motion to approve was made by Roger Howland and seconded by Audrey Fields, motion carried
Approval of General Warrant #12 with Vouchers # 108 - # 130 for \$13,047.39 a motion to approve was made by John Stoughton and seconded by Roger Howland, motion carried.

Approval of Highway Warrant # 12 with Vouchers # 115- # 120 - 103 for \$2,675.86, a motion to approve was made by Savannah Kromer and seconded by Audrey Fields, motion carried

Approval of Trust and Agency Warrant # 11 with Vouchers # 11 for \$120.49 motion to approve was made by Roger Howland and seconded by Audrey Fields, motion carried

Resolution 0036-2025 – acceptance for positions being vacated by election as of January 1, 2026, the following officers that are stepping down are:

Audrey Fields – Town Board member #3

Savannah Kromer - Town Board member # 4

Barbara Gehm-Jordan Town Supervisor

William Spoonhower - Town Highway Superintendent

A motion to approve was made by Savannah Kromer and seconded by Roger Howland, motion carried

Resolution 0037-2025 -2025- Appointment as of January 1, 2026

Michael S. Simmons – Town Supervisor

William Holt – Town Board member #3

Kelly Coveney – Town Board member # \$

George A. Hoffmier jr – Highway Superintendent

Michael W Simmons – Town Justice

A motion to approve was made by Audrey Fields and seconded by Roger Howland, motion carried

Resolution 0037-2025 – adopt fee schedule for 2026 a motion to approve was made by John Stoughton and seconded by Roger Howland, motion carried

Resolution 0038-2025 – adopt budget adjustments for 2024 for the General account as followed (see attached) a motion to approve was made by Savannah Kromer and seconded by Roger Howland, motion carried

Resolution 0039-2025 – adopt budget adjustments for 2024 for the Highway account as followed (see attached) a motion to approve was made by Audrey Fields and seconded by Savannah Kromer, motion carried

Resolution 0040-2025 – accept the resignation of the Court Clerk a motion to approve was made by John Stoughton and seconded by Roger Howland, motion carried

Resolution 0041-2025 – adopt budget adjustments for 2025 for the General account a motion to approve was made by John Stoughton and seconded by Audrey Fields, motion carried

Resolution 0042-2025 – adopt budget adjustments for 2025 for the Highway account a motion to approve was made by Savannah Kromer and seconded by John Stoughton, motion carried

Privilege of the Floor – There were no reports or discussion.

- 1) Michael Sommons was asking for payment on the fees that his son has for the Justice training, the town pay for the hotel and millage, Elaine said she would work on getting him money as soon as he handed in the reimbursement form.
- 2) Fran Miller spoke about the Grant that she hopes to receive from the school.
- 3) John Stoughton wants to thank Audrey Fields and Savannah Kromer for years of service. Thanks to Barbara Gehm Jordan for all her hard work and many hours spent. Billy Spoonhower, what a wonderful job he has done for so many years.

Reports to the Board

The County Planning Board- There were no reports or discussion.

Town Assessor-

- 1) Working on a few properties that were never asset
- 2) Has ne property that is a little messy, working on getting, this straightened out.

Ems Report: There were no reports or discussion.

Town Attorney – Retainer Agreement

- 1) EMS contract already, reviewing.

Planning Board – There were no reports or discussion

The Town Clerk-

December - The Town Clerk reported

- 1. Dog licenses \$68.00
- 2. Building permits \$0.00
- 3. Decals \$15.95
- 4. Copies \$0.00
- 5. Creekside Park \$0
- 6. Marriage \$17.50
- 7. Interest \$0.00
- 8. Events \$ 0.00

The town clerk submitted a check for \$101.45 to the town supervisor

The Dog Control Officer- There were no reports or discussion.

The Town Justice – There were no reports or discussion.

Code Enforcement Officer- Not much activities for the month

The Highway Department – There were no reports or discussion

The Supervisor Reported

- 1) Received the CHIP money, this will show in next month report.

Town of Berkshire December 2025 account status

Account Name	12/16/25 Balance	Pending Apr Abstract # 12
0180 General Checking	63,235.86	13,047.39
8796 Town Operating MM	135,872.08	
0196 Highway Checking	2,685.86	2,675.86
8727 Hwy Operating MM	85,050.34	
8719 Hwy Equip Repla MM	33,605.16	
0992 Trust & Agency CK	18,023.06	14,093.20 Pending Pay #31
5057 Tax Collector CK	0.00	
0243 Clerk CK	159.92	
2900 Justice Fine CK	0.00	
2943 Justice Bail CK	1.00	
8492 ARC Grant CK	0.00	
6687 CDBG Grant CK	0.00	
4093 Savings	1,600.44	

General Abstract #12
Vouchers #108-#130
Checks #10202- #10225
*Total- \$13,047.39

Highway Abstract #12
Vouchers #115-#120
Checks #9201 - #9206
*Total- \$2,675.86

Submitted Date 12/16/2025 E. Davis

Recreation Committee Board Report

Christmas Tree Lighting—Fifteen payments were received for the Christmas Tree Lighting event.

There was a sizable turnout on Sunday, December 7, for the tree lighting. The Fire Department Auxiliary provided refreshment in the fire station dining area.

Storage Shed—George contacted the Mildred Faulker Truman Foundation and received permission to resubmit the grant application, this time for a 10'x12' storage shed, with double door, one window, painted blue and green. The application will be reviewed in mid-January.

Next Meeting Date—The BRC's next meeting TBD.

Old Business –

- A) CDBG Grant – sent paperwork for those that were in question of conflict of interest
 - a. Sent town Consultant monitoring report for Thoma****
- B) NY Class for Money market – sent all new accounts to Jamie in Norwich**
- C) 2024 – reconciliation is completed, we will complete filing before end of year(hopefully)**
- D)
 - a. ARC Grant
 - 1) New computers installed, still finishing updates and transfers
 - a. Code enforcement laptop**
 - b. Assistant clerk lap top**
 - c. New supervisor desk top**
 - d. Book keeper desk top and lap top (to come)****
 - b. Website – Digital Towpath has started: Townberkshire.digitaltowpath.net
 - a. .gov domain has been approved townofberkshire.gov – all town official will have a .gov e-mail**
 - b. .gov email for town officials are being processed through towpath********

New Business –

- 1) Direct Deposit for all Town of Berkshire employees
- 2) Court hours – adjusted and posted Please (when is court?) Jan 19th

Board concerns:

Regular Meeting adjourned at 8:05P.M.