Village of New Berlin

Minutes of November 8, 2022

**CALL TO ORDER**

The regular meeting for the Village of New Berlin was called to order at 6:30 PM by Mayor, Peter Lennon.

**ATTENDANCE**

Members Present: Peter Lennon, Mayor

Michelle Priola, Trustee

Maryellen Canuel, Trustee

Dave Smith, Trustee/Deputy Mayor

Jim Crawford, Trustee

Members Absent: n/a

Others Present: Rebecca Freedman, Elaine Lennon, Sarah and Patrick Wright, Jared Kline, Randy Brundage, Richard Beebe, Karen Beebe, Amy Huggins, Brynley Luca, Don Anderson, Anthony Canuel, Dave Kaminski.

**ROLL CALL**:

Priola – here

Crawford – here

Canuel– here

Smith – here

Lennon – here

**PRIOR MINUTES**

Minutes of the October 11th, 18th, 27th meetings were approved on motion by Maryellen Canuel. The motion was seconded by Michelle Priola. VOTE: Priola – yes, Canuel – yes, Smith- yes, Lennon – yes. APPROVED

**PUBLIC CONCERNS AND VISITORS**

A proclamation was Issued by Mayor Lennon on behalf of the Village of New Berlin to Brynley Luca for her hard work and dedication to the community in completing her Silver award for the New Berlin Girl Scouts.

*PROCLAMATION 2022-1*

**Honoring Brynley Luca, Cadette Scout**

**WHEREAS**, Brynley Luca, Girl Scouts of America, Troop 30481, has attained the designation of "Silver Award," the highest award available to a Cadette Girl Scout. This “take action” award requires the scout to make a difference in their community, learn important leadership skills and discover new passions, as well as watching how seemingly small actions make a big difference in the community; and

**WHEREAS**, Brynleyhas been an active scout for nine years, starting as a Unadilla Girl Scout Daisy, a Multi-Level Troop whose main focus is on Community Service and Girl Experiences; and

**WHEREAS**, The Silver award requires the Cadette to find a need or cause that means something to them, come up with a plan/project, put their plan/project into motion, and spread the word. The award requires the dedication of a minimum of fifty hours toward the project; and

**WHEREAS**, Brynley has personal memories from being at the elementary school and wanted to give back to that community; Brynley saw a need and came up with a solution. “Brynley’s Sensory Path” is designed to help students with sensory issues and trouble focusing, as well as kids that may need to just “get their energy out”. The path is complete with hops, skips, jumps, letters, numbers, bright colors and more; and

**WHEREAS**, the path will be especially helpful for those students who have ADHD, autism or sensory issues, Brynley designed the path with younger students in mind as well, as the path can aid them in learning their numbers, letters, colors, and even following directions.

**WHEREAS**, Brynley presented her idea to the school, met with the needed staff at the school, got ideas on some of the items, researched where to purchase the path and what pieces she wanted to have included and raised funds to purchase the path, and install the path.

**NOW, THEREFORE, BE IT RESOLVED**, that the Village of New Berlin Board of Trustees extends to Brynley Luca with great pride, their sincere congratulations for achieving the highest award available to a Cadette Girl Scout and thus reflecting the American Ideal of good citizenship; and

**BE IT FURTHER RESOLVED**, the Board extends their gratitude to Brynley Luca and all other Scouts throughout New Berlin; for their commitment to the variety of service projects that contribute greatly to the betterment of New Berlin. The Board wishes Brynley much success in all her future endeavors.

There were no public concerns or visitors wishing to comment at the meeting.

**FIRE DEPARTMENT**

Don Anderson of the Fire Department was in attendance, reports were submitted for board review. The Fire Department went on 9 calls in October, they have responded to 84 calls year to date. The department has had three or four new members join in the last few months. The shed has been moved from the old firehouse to the new station. They had a successful Halloween event and Harvest Dinner.

**EMS Report**

The EMS Report was submitted by Randy Brundage, Pete noted some corrections to the billable calls for the report. A new template was used for the report which contained formulas that were not accurate as the most recent update had not been provided by the previous EMS admin to the new full time medic with additional duties. Call volume was down for the month of October. There were 35 calls, with 23 billable. Kelly and Pete are working with Civil Service to add additional ALS and BLS medics to the crew. The Village received assistance from Norwich Ambulance in the Village, while on the call the Norwich ambulance sustained damage to their rig. A claim will be filed with the Village’s insurance carrier for damages. Edmeston and New Lisbon will receive assistance from the Village on a mutual aid bases, they will not be renewing their contracts with the village for the 2023 calendar year. Mayor Lennon is actively working with Columbus to cover part of the Columbus district.

**DPW**

The Village DPW has been chasing leaves and getting equipment ready for winter. The blacktop plants have closed for the winter. Two of the DPW employees attended water school for their C license. One was unable to complete the course do to medica reasons, Kelly was able to transfer his registration to the spring so that the Village did not incur additional charges. The second employee completed the class, but did not pass the exam, he will be eligible to retake the exam next month and is actively studying in the interim.

**COMMITTEE REPORTS**

The CD loan committee has received two applications in the last month. The first is ready for board review/approval. The second is ready for another committee meeting as they had requested additional information from the applicant. The board will consider the recommendation during new business.

Sarah Wales Wright updated the board on event committees involvement with the Halloween activities at the school and in the community center. Chobani has confirmed a product giveaway at the tree lighting. They are working on finalizing the details for the Christmas tree lighting. They have confirmed that Rich Potter will provide the audio, Mark Tuller will provide coffee and cocoa, cupcakes from Kelly Banks, power and shop lights are being donated by Lisa Serradilla, and the Baio’s have given their blessing for the use of their property at the corner of 8 and 80. Officer Kaminski will be doing a toy collection with the Police Department during the event as well.

Rebecca Friedman was in attendance on behalf of Safer, Slower New Berlin Committee. She made a few recommendations on additional committee members that will be reviewed by the board under new business. Their focus will be on sidewalks, streetlights, a crosswalks and raising an awareness for the people who live here. Mayor Lennon has first tasked them with developing a mission statement for the committee and has offered his assistance.

Elaine Lennon discussed options with the board for the ramp at the community center that is being purchased out of buildings and grounds. They have decided to go with a metal ramp that is not galvanized or powder coated, the village will paint the ramp with grip paint to prolong the life of the ramp. The committee would like to use the $250 grant it previously received for an electric heat pad for the ramp for the winter months. The committee will be using Floorfools for periodic cleaning needs of the center. They will also manage toilet paper and paper towel supply levels. Additional visibility of the calendar is a concern. Currently Kelly is working on improving that for the board and committee but did not have time since the last meeting to make any progress on it prior to the meeting. A few options are being considered at this time. It has yet to be determined a timeframe for after visibility has been improved as to a date for the committee to take over managing the calendar as was one of the original goals for the formation of the committee.

There is not a zoning board currently.

Maryellen Canuel made a motion to enter executive session to discuss employee raises and the payment in lieu of insurance benefit offered to its employees. Jim Crawford seconded the motion. VOTE: Priola – yes, Canuel – yes, Crawford – yes, Smith- yes, Lennon – yes. APPROVED

Maryellen Canuel made the motion to come out of executive session. Dave Smith seconded the motion. VOTE: Priola – yes, Canuel – yes, Crawford – yes, Smith- yes, Lennon – yes. APPROVED

**OLD BUSINESS**

Dave Smith made the motion to rescind the motion from the October 18th board meeting to revise the current opt out plan from an 80% payment of the cost of premium for employees that opt out of the plan to a 50% payment in lieu of the insurance benefit and credit directly into salaries and hourly wage increase of $2.87 for Jared, Kelly, Ryan, Tanner, and Randy and a $2.99 hourly wage increase for Nate as he has also opted out of the dental plan to be effective January 1 as their was the motion did not match the boards intention. Maryellen Canuel seconded the motion. VOTE: Priola – no, Canuel – yes, Crawford – yes, Smith- yes, Lennon – yes. APPROVED

Dave Smith made the motion to revise the current opt out plan from an 80% payment of the cost of premium for employees that opt out of the plan to a 50% payment of the cost of the insurance premium and credit directly into salaries the other 30% of the benefit resulting in an hourly wage increase of $1.72 for Jared, Kelly, Ryan, Tanner, and Randy and a $1.79 hourly wage increase for Nate as he has also opted out of the dental plan to be effective January 1. Maryellen Canuel seconded the motion. VOTE: Priola – no, Canuel – yes, Crawford – yes, Smith- yes, Lennon – yes. APPROVED

Maryellen Canuel made the motion to approve the adjustments to the employee policy manuals for the employees falling under the General Fund with the two additional changes as discussed. Michelle Priola seconded the motion. VOTE: Priola – yes, Canuel – yes, Crawford – yes, Smith- yes, Lennon – yes. APPROVED

Maryellen Canuel made the motion to approve the appointment of Holly Carpenter to the Planning Committee. Michelle Priola seconded the motion. VOTE: Priola – yes, Canuel – yes, Crawford – yes, Smith- yes. APPROVED

Michelle Priola made the motion to approve the appointment of Karen Beebe and Abby MaGrath to the Safer Slower New Berlin Committee. Jim Crawford seconded the motion. VOTE: Priola – yes, Canuel – yes, Crawford – yes, Smith- yes, Lennon – yes. APPROVED

Jim Crawford made the motion to approve the usage of a standard mileage reimbursement form for all departments. Maryellen Canuel seconded the motion. VOTE: Priola – yes, Canuel – yes, Crawford – yes, Smith- yes, Lennon – yes. APPROVED

Dave Smith has reached out to a few companies regarding keyless entry to the Village Office and Community Center. He will meet with Maryellen to discuss options to be presented to the board at the next meeting.

Dave has narrowed down a company that he proposes that the Village hires to update the Village website. He has sent links to Kelly and the board for their review and opinions. The cost is estimated between $750 and $1,000 but depends on the what the Village wants to include, or which ad-on selections the Village chooses. Current estimates are just a ballpark.

A meeting will be scheduled in the near future with selected individuals to drive the decisions on the Village’s camera strategy. Likely parties to be included are Maryellen, Michelle, Kelly, Dave Smith, Jared, and Officer Kaminski.

Maryellen will be contacting David Wessels in the County Office Building to pursue a title search on the old firehouse property in preparation of the sale of the parcel. She is working with Merzig on a lease for the leaseback of the back portion of the firehouse for the use of the EMS service. A closing date is approximately six months out.

**NEW BUSINESS**

Maryellen Canuel made the motion to renew the Platinum Plan for the employee insurance for the 2023 calendar year. Michelle Priola seconded the motion. VOTE: Priola – yes, Canuel – yes, Crawford – yes, Lennon – yes, Smith – yes. APPROVED

The Village Board discussed two truck bids that were received. One truck was available immediately, the other truck would need to be built and would require a lead time of at least six months. The truck available immediately for purchase was roughly $5,000 less expensive.

RESOLUTION

**Resolution No. 2022-19, “Resolution approving the sealed bid for purchase of a DPW truck**

Whereas, the Village of New Berlin has identified a need to replace the oldest truck in operation by the DPW as it is nearing the end of its useful life.

Whereas, the Village of New Berlin has the authority to purchase Equipment for the DPW more than $20,000 through a sealed bid process.

Whereas, the request for bids has been advertised in the Evening Sun and mailed to 80 dealerships in a five hour radius of the Village.

Whereas, the Village has received \_2\_\_\_\_ sealed bids from area dealerships ranging in price and specifications between $\_\_81,035\_\_\_\_\_\_\_\_ and \_\_\_$86,411\_\_\_\_\_\_\_\_.

Now, therefore…

The foregoing offer from \_\_Don’s Ford\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is hereby accepted and the sum of up to \_\_$81,035\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall be paid to them for the purchase of said equipment, that most closely matches the needs and specifications of the Village DPW.

RESOLUTION INTRODUCED BY: Jim Crawford SECONDED BY: Dave Smith ROLL CALL VOTE:

PRIOLA: YES, SMITH: YES, CANUEL: YES, CRAWFORD: YES, LENNON: YES

YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0

CARRIED: YES

Jim Crawford made a motion to declare the 2010 F450 as excess equipment and to put it up for public bid on Auctions International. Maryellen Canuel seconded the motion. VOTE: Priola – yes, Smith – yes, Canuel – yes, Crawford – yes, Lennon – yes. APPROVED

RESOLUTION

**Resolution No. 2022-23 “Resolution providing that list of unpaid taxes is for property in the village and has not been paid"**

WHEREAS, the Village of New Berlin has submitted a list of unpaid taxes to the County of Chenango for re-levy.

WHERAS, the list of unpaid taxes are for the property in this village and have not been paid by the property owner or any part thereof.

Whereas, the aforementioned list of unpaid taxes, consists of \_58\_\_\_ households with taxes amounting to $\_56,049.89\_.

WHEREAS, there has not been any other person located who would pay the aforesaid taxes.

WHEREAS the, foregoing, list is a true and correct copy of all unpaid taxes in the Village of New Berlin and that after diligent effort have been unable to collect the same.

Now, Therefore...

The governing body herewith certifies that this is a true listing of unpaid taxes and should be re-levied to the County of Chenango.

RESOLUTION INTRODUCED BY: MICHELLE PRIOLA SECONDED BY: MARYELLEN CANUEL

ROLL CALL VOTE:

PRIOLA: YES SMITH: YES CANUEL: YES LENNON: YES CRAWFORD: YES

YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0

CARRIED: YES

Maryellen Canuel made the motion to approve Shawndra Winton as a new volunteer driver for the New Berlin Ambulance Service, she will be enrolling in the BLS course that starts in January, making it possible to bring her on as a BLS medic as early as April. Jim Crawford seconded the motion. VOTE: Priola – yes, Canuel – yes, Crawford – yes, Lennon – yes. APPROVED

Michelle Priola made the motion to approve the Investment Policy for the Village of New Berlin with the change in maximum amount for Synchrony Bank to be changed from $100,000 to $500,000 maximum amount. Maryellen Canuel seconded the motion. VOTE: Priola – yes, Canuel – yes, Smith – yes, Crawford – yes, Lennon – yes. APPROVED

**Resolution**

**Resolution No. 2022 -22 RESOLUTION ADDING AN AUTHORIZED BANK FOR THE VILLAGE OF NEW BERLIN**

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED IN THE MEETING OF THE BOARD OF TRUSTEE OF **the Village of New Berlin** HELD ON TUESDAY, NOVEMBER 8, 2022 AT 6:30 P.M. AT ITS REGISTERED OFFICE AT 13 SOUTH MAIN STREET, NEW BERLIN, NY 13411

We hereby certify that following resolution of the board of Trustees of the Village of New Berlin was passed at a meeting of the Board held on November 8, 2022 and has been duly recorded in the minute book of the Village.

Whereas, the Village of New Berlin seeks to invest monies in Certificates of Deposit for investment purposes.

Whereas, the CD Loan committee has done research on behalf of the Village and recommends the investment of funds with Synchrony Bank online through the purchase of two certificates of deposits.

Now Therefore, be it resolved that the consent of the board be and is hereby accorded for availing the Internet banking facility in respect of the village maintained with **Synchrony Bank online at**  <https://www.synchronybank.com/>, and that Synchrony Bank will be listed as an official bank of the Village.

Resolved further that Mrs. **Kelly Anderson, Clerk Treasurer** of the Village be and is hereby authorized to apply to Synchrony Bank for and on behalf of the Village and to operate the aforesaid account through net banking”.

 The undersigned, Kelly Anderson certifies that she is the duly appointed Clerk Treasurer of the Village of New Berlin and that the above is a true, accurate, and correct copy of a resolution duly adopted at a meeting of the board of trustees thereof, convened and held in accordance with law and the Bylaws of said Corporation on Village of New Berlin Board of Trustees, and that such resolution is now in full force and effect.

 IN WITNESS THEREOF, I have affixed my name as Village Clerk Treasurer of the Village of New Berlin and have attached the seal of the Village of New Berlin to this resolution.

RESOLUTION INTRODUCED BY: Michelle Priola SECONDED BY: Maryellen Canuel

ROLL CALL VOTE:

PRIOLA: Yes SMITH: Yes CANUEL: Yes CRAWFORD: Yes LENNON: Yes

YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0

CARRIED: YES

Maryellen Canuel made a motion to approve the CD Loan application for the property located at 64 North Main Street in the amount of $20,000 for a term of 3 years at an interest rate of 2.5% interest. Michelle Priola seconded the motion. VOTE: Priola – yes, Canuel – yes, Lennon – yes, Crawford – yes. APPROVED

Maryellen Canuel made the motion to approve the investment proposal made by the CD Loan Committee following updated recommendations by the committee on current loan rates. Michelle Priola seconded the motion. VOTE: Priola – yes, Canuel – yes, Crawford – yes, Lennon – yes. APPROVED

Mayor Lennon has requested that all assigned audits be completed no later than December 31st for the 2022/2023 Fiscal Year. In addition, all employee reviews should be completed by January 31, 2023, so that reviews can be factored into budgeted raise information. Previously evaluations have been done in May for raises to be effective in June, raises will still be effective in June moving forward.

RESOLUTION

**Resolution No. 2022-24 “Resolution approving the payment of vouchers”**

Whereas, the Treasurer of the Village has presented the following bills for payment…

General Fund - $33,570.14

Water Fund - $ 13,941.98

EMS Fund - $20,451.34

Total Expenditures - $ 67,963.46

Whereas, The Board of Trustees has audited the claims presented for payment.

Now, therefore…

Be it RESOLVED that the Village of New Berlin Board of Trustees, hereby approves payment of the aforementioned bills for payments.

RESOLUTION INTRODUCED BY: Michelle Priola SECONDED BY: Dave Smith

ROLL CALL VOTE:

PRIOLA: Yes SMITH: Yes CRAWFORD: Yes CANUEL: Yes LENNON: Yes

YES: 5 NO: 0 ABSTENTION: 0 ABSENT: 0

CARRIED: Yes

Michelle Priola made a motion to approve the Treasurer Reports. Maryellen Canuel seconded the motion. VOTE: Priola – yes, Canuel – yes, Smith – yes, Crawford – yes, Lennon – yes. APPROVED

Pete Lennon made the motion to enter executive session to discuss Christmas Bonuses. Dave Smith seconded the motion. VOTE: Priola – yes, Canuel – yes, Smith – yes, Crawford – yes, Lennon – yes. APPROVED

Michelle Priola had to leave prior to the conclusion of the executive session.

Maryellen Canuel made the motion to end executive session. Dave Smith seconded the motion. VOTE: Canuel – yes, Smith – yes, Crawford – yes, Lennon – yes. APPROVED

Jim Crawford made the motion to adjourn the meeting. Maryellen Canuel seconded the motion. VOTE: Canuel – yes, Smith – yes, Crawford – yes, Lennon – yes. APPROVED

Adjourned at 9:25 PM - Kelly Anderson, Village Clerk and Treasurer