Village of New Berlin

Minutes of December 13, 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 (left at 7:15PM)

Jim Crawford, Trustee

Members Absent: n/a

Others Present: Sarah and Patrick Wright, Jared Kline, Randy Brundage, Don Anderson, Anthony Canuel, Rich Potter, Josh Farley, Ethan Studer, Brenton Taylor.

**ROLL CALL**:

Priola – here

Crawford – here

Canuel– here

Smith – here

Lennon – here

**PRIOR MINUTES**

Minutes of the November 8th and 15th meetings were approved on motion by Maryellen Canuel. The motion was seconded by Michelle Priola. VOTE: Priola – yes, Canuel – yes, Crawford – yes, Smith- yes, Lennon – yes. APPROVED

**PUBLIC CONCERNS AND VISITORS**

Brenton Taylor was in attendance and presented the capital project for the Unadilla Valley Central School District and reminded attendees that the vote would occur on December 14th from noon to 8pm. The planning for the project began a year ago with a walk-through of the school and includes a new roof and HVAC system throughout the school, public restrooms, 2 team rooms, concession stand and a full service generator for the entire building. The gymnasium will get new wall pads and a new door, 2 new playgrounds along with other upgrades to the school and bus garage. Mr. Taylor shared that the pool has been re-opened to the public on Mondays and Wednesdays from 3:30pm – 5pm, they are working towards opening the weight room to the public three days a week in the near future.

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 8 calls in November, they have responded to 92 calls year to date. They recently had to replace 3 of the batteries in 256. Pete has asked that they periodically check the NEST at the station, mentioning that it was 72 degrees in the truck bay the other day.

**EMS Report**

The EMS Report was submitted by Randy Brundage, there were 40 calls, with 14 billable calls. The County is working on canvasing the eligible BLS list to identify candidates interested in working with the Village. One candidate that was canvased is very interested in joining the ambulance service, once the canvas is complete by the county, the Village can look to bringing on a new medic.

**DPW**

The Village DPW has been doing curb maintenance and working on snow removal in the Village. They received their new truck and are happy with it, it is currently out for lettering. Tanner and Nate have been training on snow plowing. They will be maintaining the lower streets to gain experience before they are asked to attend to any of the upper streets in the Village. The new department members are doing well. They will gain more experience later this week as we anticipate getting 4-8 inches of snow. Auctions international will be handling the sale of the old truck, Jared has asked that the old chipper and chop saw be listed along with the old truck and plow. The items will be presented on the 26th for a closing date of January 10th so that the board can review the bids at the next board meeting. Jared is working on attaining 3 quotes for a V-shaped plow for the new truck. Pete mentioned that the new truck has a roll back tarp which will prevent brush and compost from blowing off the truck.

**GRANT STATUS**

The WIAA grant for the water project was not awarded to the village. There are other options for the water project that the Village and engineering firm are working through. Jared is working with the engineers on evaluating the current economic dwelling units that are utilized by Preferred Mutual now that many of their employees are working remotely.

There has been no new information released on the Green Innovation Grant for the installation costs of the new water meters that are part of the improvement project.

Maryellen reported that the Restore NY Grant round 7 is due at the end of January. The Vaughn’s think they will be ready for the grant submission. Maryellen will be providing him with the dates for Round seven, at this time there has been no announcements as to whether there will be a round 8 of the grant.

The Bridge New York grant that was announced in November with a January submission date was evaluated and will not be applied for by the Village. The culvert by NAPPA was looked at by the County Hwy Department, Jared, Jim Crawford and Mayor Lennon. It is not as bad of shape as previous individuals had mentioned. The Village has taken preventative measures to reduce water along the edges and have cleaned up falling railings, the structure itself looks good.

Mayor Lennon is working on setting up an appointment with Senator Oberacker regarding the SAMS grant for the new Firehouse. Although he no longer represents us, he has assured Mayor Lennon that he will continue to work on our behalf to get these funds released. Senator Griffo is our new representative after the re-districting.

Michelle has submitted the Stewarts Holiday Match Grant for the Village Youth Program. The funds we receive from this grant in addition to the funds received from the county comprise half of the Village’s annual youth budget.

**COMMITTEE REPORTS**

Tony Canuel presented the board with a status report and thanked Kelly Anderson for creating and updating the report for the committee. The CD loan committee has finished reviewing the latest application for $20,000, they are recommending the board approves the loan in the amount of $7,500. The board will consider the recommendation during new business. They CD loan committee is recommending that the Village invests in two CD’s with Synchrony Bank in the amount of $50,000, half in a 15 month CD at a rate of 4.5% interest, and the other half in a 24 month CD with the option of a one time bump up at a rate of $3.7% interest. The board will discuss the investment under new business.

There was no one in attendance to represent the Chobani Community Center Committee at the meeting.

Sarah Wales Wright updated the board on the Event Committees involvement with the Christmas Tree Lighting. They will be taking a break and then begin planning for Earth Day.

The Planning committee has met, they are currently working on their mission statement and putting together a survey that will go out to the public, not to be confused with the survey that was sent out last year to the community. This will be more specific to issues that have been brought up to the Village as well as to help guide the planning document that committee will be putting together for the village.

Josh Farley was in attendance on behalf of Safer, Slower New Berlin Committee. They will be looking to schedule meetings with law enforcement, the Town, and the DOT to see what can be done on a collaborative effort to improve safety and adherence to speed limits on Main Street.

There is not a zoning board currently.

**OLD BUSINESS**

Mayor Lennon is working on a Revitalization/Urbanization Plan for the Village; he should have it ready before Christmas and the board will vote on it at the January Board meeting. The Village is required to have one prior to the Vaughn’s applying for the Restore NY Grant as the Village Board will have to attest that the Vaughn’s plan is in compliance with the Revitalization/Urbanization Plan.

Dave Smith was not available to provide an update on the electronic sign for the Firehouse, Don Anderson believes that Dave had mentioned that the County would be meeting on it soon. Dave was also not available to discuss keyless entry or updating the website as he had to leave at 7:15 PM.

The Planning Committee will be preparing a Comprehensive Plan for the Village; however this will be after they have received their education on planning rules and guidelines and after they have completed the survey that is being prepared to go out to the community.

Maryellen is working with setting up a meeting with Dave Kaminski regarding cameras in the Village. Dave is currently doing research on viable options.

Maryellen has submitted the documents that she located to the County Clerk’s office for the title search for the old firehouse. She was told that it would take 6-7 weeks to perform, she will reach out and confirm where they are in those 6-7 weeks. The realtor would like to shorten the 6-month closing date to a shorter time frame, they are hopeful that the Village is prepared to sign a contract at the January meeting.

Jim Crawford is reviewing guidelines for bulk fuel to ensure we are eligible for the Village’s diesel needs, he will be working on getting estimates for the village.

Maryellen is working on a parking question regarding the parking lot behind the old Mang Insurance building, this will be cleared up once the title for the old firehouse building is resolved. She is keeping the new owners of the old Mang building apprised as things move forward.

**NEW BUSINESS**

Maryellen brought up a concern after receiving a letter from the library board. The letter was requesting in writing that the gutters be addressed that the library has been requesting of the village for almost a year, the puddle that has formed due to the gutters not being cleaned out has caused the back door of the library to begin to rot. Jared updated the board that the gutter has been cleaned out. They have decided that the door would be removed, sanded, and painted with rust proof paint and then rehung. She feels this brings up a bigger issue, as Buildings and Grounds Commissioner, she was unaware of the need for repairs, who prioritizes the work for the DPW as they receive requests from several different directions. Michelle recommended a request for DPW work form be created that would be dropped off to the Village office. Kelly suggested that she create a spreadsheet to track the requests and or add the items to the outstanding action item list that the board reviews monthly. Kelly and the board will work towards finding an ideal procedure to move forward with.

Pete Lennon made the motion to declare the chop saw, and chipper as excess equipment and put out to bid on auctions international. Michelle Priola seconded the motion. VOTE: Priola – yes, Canuel – yes, Crawford – yes, Lennon – yes. APPROVED

Maryellen Canuel made the motion to strike section 2.721 regarding Christmas Bonuses from the employee handbook as it was deemed inappropriate expenditure for a municipality. Jim Crawford seconded the motion. VOTE: Priola – yes, Canuel – yes, Crawford – yes, Lennon – yes. APPROVED

Maryellen Canuel made the motion to accept the revisions to the EMS policy manual for 2023 with the additional revision of proper pronoun usage changes involving the use of he/she in the manual. Jim Crawford seconded the motion. VOTE: Priola – yes, Canuel – yes, Crawford – yes, Lennon – yes. APPROVED

The Village board discussed the merchant agreement with ALLPAID for adding credit cards as a payment term for the Village. Maryellen and Pete were concerned with the language in section 9.4 regarding liability, with the belief that the vendor should be responsible if they give misinformation. Kelly has been asked to reach out to ALLPAID to see if they will strike that paragraph from the agreement, and the agreement will be revisited at the January board meeting.

Mayor Lennon requested an update on the status of the audits of the Fire Department and Village office. Jim has not had the opportunity to meet with the fire department. Michelle has completed her audit of the CD Loan Fund, making two recommendations; the first being to redact any personal information such as date of birth and social security numbers from the files once the loan is approved, and the second being to list the status of the loan on the outside of the file. Kelly has since implemented both suggestions. Maryellen has asked to hold off on her audit of the grant files until the first week in January as she is very busy with the Spirit of Christmas and Kelly will be off the week after Christmas. Dave was not in attendance for this portion of the meeting, he has been assigned the overall audit of the Village office, last Kelly spoke to him, he was aware of her schedule and was going to get back to her after checking his own schedule.

The Village currently does not have a policy regarding an employee leaving shift to answer a fire call. Kelly has requested that the board consider adding a policy for employees responding to a fire call while on the clock for the Village. One of the DPW employees also volunteers with the New Berlin Fire Department as part of his Civic Duty. The week prior to the meeting he left his shift with the approval of his supervisor to respond to a fatal MVA with the Fire Department. Pete is in favor of a policy and recommended approving 8 hours of paid time per quarter to respond to fire calls, anything beyond that the employee would have to use vacation or personal time. Kelly will write up the proposed language for the board to review at the next meeting.

Pete made a motion to approve up to four hours of pay for Tanner Webb for his response with the fire department for this one occasion while a policy is being drafted. Maryellen Canuel seconded the motion. VOTE: Priola – yes, Canuel – yes, Crawford – yes, Lennon – yes. APPROVED

Maryellen Canuel made the motion to approve the CD Loan application in the amount of $7,500. Michelle Priola seconded the motion. VOTE: Priola – yes, Canuel – yes, Crawford – yes, Lennon – yes. APPROVED

Pete Lennon made the motion to approve the proposed investment of CD Loan Funds with Synchrony Bank as proposed by the CD Loan Committee. Maryellen Canuel seconded the motion. VOTE: Priola – yes, Canuel – yes, Crawford – yes, Lennon – yes. APPROVED

Michelle Priola made the motion to leave the investments of the Trust and Agency Account Funds for the perpetual care of the cemetery as is. They are currently invested in stocks and bonds with a branch of Wells Fargo located in Norwich, NY. Maryellen Canuel seconded the motion. VOTE: Priola – yes, Canuel – yes, Crawford – yes, Lennon – yes. APPROVED

RESOLUTION

**Resolution No. 2022-25 “Resolution approving the payment of vouchers”**

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

General Fund - $176,819.94

Water Fund - $ 19,865.52

EMS Fund - $56,088.75

Total Expenditures - $ 252,774.21

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: Michele Priola SECONDED BY: Maryellen Canuel

ROLL CALL VOTE:

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

YES: 4 NO: 0 ABSTENTION: 0 ABSENT: 1

CARRIED: YES NOT CARRIED

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

Michelle Priola made the motion to accept Lynn LaValley’s resignation from the Chobani Community Center Committee as she prepares to relocate out of the Village. Jim Crawford seconded the motion. VOTE: Priola – yes, Canuel – yes, Crawford – yes, Lennon – yes. APPROVED

Michelle Priola made the motion to remove Karen Beebe from the Slower, Safer New Berlin Committee and replace her with Josh Farley. Jim Crawford seconded the motion. VOTE: Priola – yes, Canuel – 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 8:05 PM - Kelly Anderson, Village Clerk and Treasurer