Village of New Berlin

Minutes of April 11, 2023

**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

Dave Smith, Trustee/Deputy Mayor

Richard Potter, Trustee

Maryellen Canuel, Trustee

Jim Crawford, Trustee

Members Absent:

Others Present: Jared Kline, Don Anderson, Randy Brundage, Patrick Wright, Sarah Wales-Wright, Zach Janczak, Chris Slonacker, Brian Burton, Josh Burchill, Thaddeus Karaman, Luke Halburg, Joann Smith, Marty Benson, Jill Robinson, Brian Skidmore, Lisa Serradilla.

**ROLL CALL**:

Canuel– here

Crawford – here

Lennon – here

Potter – here

Smith – here

**PRIOR MINUTES**

Minutes of the March 14th and 30th meetings were approved on motion by Maryellen Canuel. The motion was seconded by Rich Potter. VOTE: Canuel – yes, Crawford – yes, Potter – yes, Smith – yes, Lennon – yes. APPROVED

**PUBLIC CONCERNS AND VISITORS**

Jill Robinson, co-owner of the Unadilla Motocross track, was in attendance to drop off a schedule for the 4 events scheduled at the track this year. The events create a significant increase in traffic through the Village and to area businesses and they like to make sure to give ample notice to everyone that will be affected. It is a great opportunity for the community and businesses alike. The New Berlin Safer Slower Committee has also been given a copy of the event schedule and they are visiting all area businesses. The Village wishes them a successful racing season!

Thaddeus Karaman and Brian Burton were in attendance from NBT Bank and Luke Halberg was in attendance on behalf of Community Bank. Each would like to make separate presentations to the board to discuss opportunities for being named the Village’s depository bank for the upcoming year. The Village’s official bank of deposit has been NBT for over 40 years. The Village will hear presentations from the two banks on Tuesday, April 18th at 7:00 and 7:30 pm.

Marty Benson was in attendance to request that the sluice pipe be installed in front of her house. The area continuously fills up with water and she tries to keep it clear, but the rocks that are there are not sufficiently working as it is collecting all the debris from the road. The road is also in need of repair, and she has requested that New Berlin Heights be added to the list of roads to be replaced soon. The weeds are hanging on the road and are in dire need of trimming, it is currently impeding two-way traffic. Jim Crawford has approved the purchase of the two sleeves for the sluiceway and the item 4 fill that will be needed. Jared will be borrowing the bank trimmer from Pittsfield in the upcoming weeks and will make sure that the bank is trimmed in the heights when the rest of the Village is done.

Lisa Serradilla was in attendance regarding the grate in front of the old Gazette building. She called a few weeks ago and a maintenance request was submitted to the DPW by another concerned Village resident, as to the hazard from the collapse of the grate. The grate has now completely collapsed, and she is concerned that it is a major safety hazard. The DPW has placed cones around the grate and will be working to replace it soon.

Brian Skidmore from Barton & Loguidice was in attendance to provide the board with an update and timeline on the water project grant assistance that his firm is providing to the Village. He also submitted an addendum to the contract for engineering assistance that has been outlined for the remainder of the year. The total project is estimated to cost between $13-15 million with the hope that the Village will qualify for between $7 and 9 million in Grant funding. The proposed amendment was for $16,000 plus the $5,500 that has already been committed by the Village board for the arial photography and maps needed for the project.

Zach Janczak presented the board with the preliminary version of the new Village website that he is designing. The existing website is not ADA compliant. The new ADA compliant website will also be in WordPress, which has proven to be very user friendly.

The Village board switched gears and completed the Organizational meeting after a reminder that the Organizational Meeting should be the first order of business at the April meeting. A mere oversight in the efforts to get some of the guests out and able to make other commitments as early as feasibly possible.

**VILLAGE OF NEW BERLIN ORGANIZATIONAL MEETING – 4/11/2023**

Declaration of Mayor on voting. The mayor will declare whether he/she will vote on every motion and or resolution or only in the event of a tie.

Mayor Peter Lennon will vote on every motion and resolution.

**OFFICE TERM/Expires APPOINTMENT**

Deputy Mayor - 1 year/2024  David Smith

Village Clerk Treas. 2 year/2025 Holdover period enacted.

CD Loan Administrator – 2 year/2025 Holdover period enacted.

Records Management Officer 2 year/2025Holdover period enacted.

Registrar of Vital Records – 2 year/2025  Kelly Anderson

Commissioners: 1 year/2024

Youth/NB Rec. Commission Rich Potter

DPW/Water/Water System Upgrades **James Crawford**

FD  **David Smith**

EMS **Peter Lennon**

Bldg/Grounds  **Maryellen Canuel**

Activities 1year/2024

Grants Maryellen Canuel

CD Loan Inspections  **Richard Potter**

Audit of Clerk Treas. Records Dave Smith, backup Maryellen Canuel

Audit of Fire Dept. Records James Crawford

Attorney for the Village 1 year/2024David Merzig

**Planning Committee 3 year**

Chris Capatelli term expires 8/11/25

Danielle Crozier term expires 8/11/25

Nancy Church term expires 9/12/25

Charlie Ackerman term expires 10/11/25

Holly Carpenter term expires 11/7/25

**Zoning Board 5 years**

term expires 3/31/26

term expires 3/31/26

term expires 3/31/26

term expires 3/31/26

**Zoning Board of Appeals 3 year**

term expires 3/31/26

term expires 3/31/26

term expires 3/31/26

term expires 3/31/26

**CD Loan Committee 3 year**

Anthony Canuel term expires 7/12/24

Julie Baltich term expires 7/12/24

Maria Wilcox term expires 7/12/24

Colleen Ackerman term expires 8/09/24

Michael Dufresne term expires 9/14/24

**Community Events Committee 3 years (2 open seats)**

Sarah Wright term expires 4/11/25

Patrick Wright term expires 4/11/25

Megan Brennan term expires 4/11/25

Kelly Banks term expires 4/10/26

term expires

Jamie Barnes term expires 4/10/26 (non voting member)

**Community Center Committee 3 years**

Elaine Lennon term expires 5/9/25

Carolyn Chryst term expires 5/9/25

term expires

term expires

term expires

Maintenance of Zohl Heart Monitors – EMS Department

Health Officer Chenango County Health Dept.

Official Depositories Holdover period enacted – NBT during holdover period

Official Newspaper - New Berlin Gazette or Evening Sun

Official Meeting- Second Tuesday of each month at 6:30 PM

Motion to approve appointments: Dave Smith

Second: Maryellen Canuel

VOTE: Smith: YES Crawford: YES Canuel: YES Potter: YES Lennon: YES

**Fire Department Officers**

Fire Chief Donnie Anderson

1st Asst. Chief Jared Hanslmaier

2nd Asst. Chief Shawn Patrick

1st Fire Captain Shawn Loomis

2nd Fire Captain Brett Hanslmaier

3rd Fire Captain Vacant

Rehab/Support Capt. Larissa Hanslmaier

Rehab/Support Lieut Audra Prentice

Fire Police Capt. Debbie Meyers

Fire Police Liet. N/A

President Larissa Hanslmaier

Vice President Richard Anderson

Secretary Debbie Meyers

Treasurer Audra Prentice

Motion to approve appointments: Maryellen Canuel

Second: Rich Potter

# VOTE: Smith: YES Crawford: YES Canuel: YES Potter: YES Lennon: YES

# RESOLUTIONS

# MILEAGE ALLOWANCE

Whereas the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village,

NOW THEREFORE be it resolved:

Section 1. that the Board of trustees shall approve reimbursement to such officers and employees at the rate of $.655 per mile.

Section 2. That this resolution shall take effect immediately.

Motion to approve appointments: Maryellen Canuel

Second: Jim Crawford

VOTE: Smith: YES Crawford: YES Canuel: YES Potter: YES Lennon: YES

**EMERGENCY CHECK SIGNING**

WHEREAS, according to article 4-4001 K of the Village Law, it shall be the responsibility of the Mayor to sign checks in the absence or inability of the Treasurer, when authorized by the board of Trustees by resolution or local law, and

Now therefore be it Resolved,

Sec. 1 That the Mayor of the village of New Berlin will be empowered to sign village checks in the absence or inability of the Clerk Treas.

Motion to approve appointments: Dave Smith

Second: Jim Crawford

# VOTE: Smith: YES Crawford: YES Canuel: YES Potter: YES Lennon: YES

# ATTENDANCE AT SCHOOLS AND CONFERENCES

Whereas General Municipal Law Sec. 77-b authorizes municipal officials and employees to attend school, conferences, seminars, etc. conducted for the benefit of the local government and,

Whereas, such attendance is not authorized nor can reimbursement be applied for, unless prior approval of the board of trustees is obtained, and

Whereas, it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality

Now Therefore be it Resolved:

Section 1. That the following officers and employees are hereby authorized to attend the following schools and/or meetings

1. Jared Kline, Nathan Winton, Ryan Loveland, Nathan Winton, Tanner Webb (Water Operators) and whoever is chosen by the DPW Commissioner to attend Rural Water Assoc. seminars/training schools necessary to maintain water operator certification.
2. Annual Highway Conference in Ithaca for at least one DPW member.
3. Clerk Treasurer to attend annual election training offered through NYCOM and or the Board of Elections.
4. Prior board approval will be required for all others.

Motion to approve appointments: Maryellen Canuel

Second: Dave Smith

# VOTE: Smith: YES Crawford: YES Canuel: YES Potter: YES Lennon: YES

# ADVANCE APPROAVAL OF CLAIMS

Whereas the board of trustees has determined to authorized payment in advance of audit of claims for public utility services, postage, freight and express charges, and

Whereas the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of trustees,

Now therefore be it resolved:

Sec. 1. That the board of Trustees authorized payment in advance of audit of claims for public utility services, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of trustees.

Sec. 2. That the resolution shall take effect immediately.

Motion to approve appointments: Dave Smith

Second: Rich Potter

VOTE: Smith: YES Crawford: YES Canuel: YES Potter: YES Lennon: YES

The Village board resumed the regular meeting business.

**EMS Report**

The EMS Report was submitted by Randy Brundage. There was an increase in billable calls to 29 transports for the month of March. The ambulance is making approximately one billable call per day. The new safe has been ordered but has not been delivered.

**DPW**

The backhoe broke down three times, two times being belt issues. Each time the backhoe has been out of commission for 3 days waiting for a new belt to be delivered. The sweeper was down due to leaking fuel, the estimated repair is between $1,500 and $1,600. There are currently 8,700 hours on the machine. Tanner swept Silver Lake with the sweeper. We will borrow the bank trimmer from Pittsfield in exchange for the sweeping of Silver Lake. Hydrants will be flushed in the Village beginning on May 1st, notifications have been distributed throughout the Village. The DPW has noticed many ground bees in the cemetery. They have placed 3 tons of cold patch throughout the village streets, there should not be a lot more patching needed this year.

The DPW has done the initial park clean-up for the year. They have found a leak that has surfaced on Lake Street from a ¾ inch lateral line. They will be fixing that in the upcoming week and will also be working on a catch basin on Lake Street as well. Water was roily this week as the fire department used 19,000 gallons of water to combat three fires earlier this week. The DPW did some preliminary flushing of hydrants to clear the water.

**COMMITTEE REPORTS**

Sarah Wright gave an update on the Community Events Committee. Jamie Barnes will be joining the committee as a non-voting member as she is moving out of the Village. Kelly Banks has joined the committee. Earth Day Flyers will be distributed this week; letters have already been mailed with the water bills. Homestead and Curtis Lumber have already donated to the event. The Committee will be putting an advertisement in the Penny saver with the expense to come from the community events line in the budget. NBT bank is donating paper shredding services that will be open to residents from all area municipalities from 9am to 1am on the 22nd. Stewarts will be contributing coffee, water and donuts, there are sign ups available for free power washing of the fronts of up to 12 houses, and volunteers are being coordinated to offer community wide clean up efforts. Committee oversight of Village owned hand and garden tools for those volunteers who do not bring their own tools. Village owned vests will be distributed for the use of volunteers for safety measures.

Chris Slonaker presented to the board on behalf of NBT Insurance the renewal offering for the 2023/2024 fiscal year for Fire and EMS insurance through VFIS with a premium offered for the coverage at a cost of $13,496. Joann Smith will make a similar presentation to the board on Tuesday, April 18th at 6:30 pm on behalf of Gates Cole.

Maryellen Canuel presented the board with an updated status report for the CD Loan committee on behalf of Tony Canuel. There are currently 4 loans, with no delinquent payments. The investment of $50,000 in funds into 2 CD’s has been completed. There is currently $149,089 available for lending. There were no new applications under review at the time of the meeting.

The Chobani Community Center Committee did not have anything to report. The courtesy ramp has been added to the side door at the center, the Village has received several compliments since its installation.

The representative from the Safer Slower New Berlin Committee was unable to be in attendance due to illness.

**OLD BUSINESS**

Maryellen is working with RCR on rescheduling the training on the use of the keyless entry system for the Village office and Community Center. She will be moving forward with the vendor for the camera system for the Village.

Jim will be scheduling a time with Audra Prentice to complete the audit of the fire department. Dave and Kelly are currently working on re-scheduling the audit of the Village office. This had to be re-scheduled due to a scheduling conflict because of a doctor’s appointment resulting from an infection from an abscessed suture from Kelly’s knee replacement. They are currently working on coordinating schedules for the upcoming week(s).

The discussion on the investment of reserve funds has been tabled as the board has opted to utilize a portion of the funds in the upcoming fiscal year. It has been determined that it is in the Village’s best interest to keep the funds liquid for the short term and re-evaluated later in the upcoming fiscal year.

Dave will be working with Zach to add fillable forms to the website. Kelly can send forms to Dave, and he will work with Zach.

The request to add information for senior citizens to the new Village website for an organization that provides a seniors guide to cancer as the organization providing the information is a for profit organization.

After meeting with the owner of the trailer park, Mayor Lennon updated the board that the owner will be working on repairing and identifying other potential leaks within the park. The Village is working on rolling the improvement of water services within the trailer park into the larger Village water project. Although the park is privately owned property, due to the low flow issues within the park the improvements needed to the parks water system could provide additional grant money for the overall water improvement project of the Village which would be mutually beneficial to the rest of the Village.

The usage of the remaining Fiscal Recovery funds is on hold while the board reviews the addendum to the contract with Barton and Loguidice, they will be reaching out with additional questions and revisiting the addendum later.

**NEW BUSINESS**

Maryellen Canuel made the motion to accept the resignation of Renee Priola from the color committee, Rich Potter seconded the motion. VOTE: Canuel – yes, Crawford – yes, Potter – yes, Smith – yes, Lennon – yes. APPROVED

Maryellen Canuel made the motion to dissolve the color committee and make Lori Wilson the Village’s color consultant. Dave Smith seconded the motion. VOTE: Canuel – yes, Crawford – yes, Potter – yes, Smith – yes, Lennon – yes. APPROVED

Maryellen Canuel made the motion to accept the resignation of Michelle Priola from the Community Center Committee. Dave Smith seconded the motion. VOTE: Canuel – yes, Crawford – yes, Potter – yes, Smith – yes, Lennon – yes. APPROVED

Dave Smith made the motion to extend the bid process by an additional two weeks for the paving of Academy Street. Maryellen Canuel seconded the motion. VOTE: Canuel – yes, Crawford – yes, Potter – yes, Smith – yes, Lennon – yes. APPROVED

Dave Smith made the motion to rescind the 5 motions made at the budget workshop. Jim Crawford seconded the motion. VOTE: Canuel – yes, Crawford – yes, Potter – yes, Smith – yes, Lennon – yes. APPROVED

Jim Crawford made the motion to approve the diesel fuel and propane bid for 2023 from Broedel Energy at a rate of 3.499 and 1.699. Rich Potter seconded the motion. VOTE: Canuel – yes, Crawford – yes, Potter – yes, Smith – yes, Lennon – yes. APPROVED

Maryellen Canuel made the motion to proceed with the hiring of Harrington Tree Service for the removal of the tree at Hyde Park. Dave Smith seconded the motion. VOTE: Canuel – yes, Crawford – yes, Potter – yes, Smith – yes, Lennon – yes. APPROVED

Maryellen Canuel made the motion to approve the bid from J&B Painting to paint the Library and Village Hall for an amount up to and including $37,500. Dave Smith seconded the motion. VOTE: Canuel – yes, Crawford – yes, Potter – yes, Smith – yes, Lennon – yes. APPROVED

Jim Crawford made the motion to approve the purchase of a backhoe for an amount of up to and including $65,000. Dave Smith seconded the motion. VOTE: Canuel – yes, Crawford – yes, Potter – yes, Smith – yes, Lennon – yes. APPROVED

Dave Smith made the motion to adopt the new fees for the cemetery of $750 for the sale of a plot, removing the perpetual care fee, $750 for a full grave opening, $350 for a cremation grave opening, with an additional charge of $200 for a grave or cremation opening on a weekend or holiday. Maryellen Canuel seconded the motion. VOTE: Canuel – yes, Crawford – yes, Potter – yes, Smith – yes, Lennon – yes. APPROVED

Mayor Lennon recommended that the clean-up of the logging site on Grove Street be put out to bid for a reputable licensed company with proof of workers compensation coverage.

Maryellen Canuel made the motion to approve Mayor Lennon to sign the six-month EMS contract renewal beginning on July 1 with the Town of Pittsfield. Rich Potter seconded the motion. VOTE: Canuel – yes, Crawford – yes, Potter – yes, Smith – yes, Lennon – yes. APPROVED

RESOLUTION

**Resolution No. 2023-8 “Resolution approving the payment of vouchers”**

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

General Fund - $37,904.49

Water Fund - $ 13,328.47

EMS Fund - $23,545.46

Total Expenditures - $ 74,778.42

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: Dave Smith SECONDED BY: Maryellen Canuel

ROLL CALL VOTE:

Canuel: YES, Crawford: YES, Lennon: YES, Potter: YES, Smith: YES

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

CARRIED: YES

Maryellen Canuel made the motion to approve the treasurers reports for the month of March. Richard Potter seconded the motion. VOTE: Canuel – yes, Crawford – yes, Potter – yes, Smith – yes, Lennon – yes. APPROVED

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

Adjourned at 9:35 PM - Kelly Anderson, Village Clerk and Treasurer