

**Village of New Berlin
October 8, 2024
Board Meeting Minutes**

Call to Order: 6:30

Pledge to Flag: 6:32

Roll Call:

Trustee Maryellen Canuel

Mayor Peter Lennon

Deputy Mayor David Smith

Trustee James Crawford (entered after start of meeting at 7:18 PM)

Attendance:

Jared Kline DPW Supervisor

Donald Anderson Fire Department Chief

Anthony Canuel CD Loan Committee

Lisa Serradilla Village Resident

Approval of Prior Minutes:

May 2024

August 2024

September 2024

Maryellen Canuel motions to approve prior minutes

David Smith Seconds motion

Yes- Pete Lennon

Public Concerns & Visitors	No Public Concerns
Fire Department Report	<p>Fire Chief- Don Anderson reported: 8 calls for the month making the yearly total 89. 3 of this month's calls were in the Village of New Berlin, 1 in the Town of New Berlin, and 3 in the Town of Columbus. The Fire Department received Mutual Aid on 1 call this month and gave no mutual aid. A couple of calls were false alarms, 2 brush fires, 1 EMS assist, and 2 MVA's. Engine 256 – Ted's Body Shop has completed the repair on 256, The cost of these repairs should be taken out of funds leftover from last fiscal year.</p> <p>Engine 251- repairs for Engine 251 have not scheduled yet. They would like to wait to schedule until after fire prevention week is complete as the Engine will be needed at the UV School on 10/16 & the Head Start School is still needing to schedule for Fire Prevention activities.</p> <p>A call has put in to Mid-State Communications due to the radio in Engine 255 not working properly and blowing fuses.</p> <p>Mayor Lennon: questions if the previously discussed hoses have been ordered as of yet.</p> <p>Fire Chief Anderson confirms that the hoses have all been ordered but they are at least 6 months out.</p> <p>Deputy Mayor Smith: confirms that the approval of the purchases of hoses was passed 2 Board Meetings past.</p> <p>Mayor Lennon – would like to confirm the Fire Department's plans for Halloween, if any?</p> <p>Fire Chief Anderson-will look for any confirmation on the Halloween plans as their last meeting attendance was low.</p>
EMS Report	<p>Mayor Lennon delivered the EMS Report: September's report is still pending paperwork as the Village EMS is moving through an administrative transition. The numbers are low this month and missed calls are up due to a shortage of coverage. There has been some juggling to have coverage for Tuesdays & Thursdays as ALS provider Seth, has needed to be out to handle a family emergency. As of current Seth's hours are starting to get back to normal. Saturday coverage hours will be picked up by Leroy Burlingame, who just joined the Village EMS Department. The EMS Department is currently looking for additional medical staff & ambulance drivers. Bob Starr has reduced to daylight hours, and Dale Barton will pick up the other half of his shift for the near term. Will be putting another advertisement in the Pennysaver searching for Drivers, ALS & BLS Providers. Mayor Lennon advises that he will</p>

	<p>touch on a potential recruiting plan later in the meeting. The paperwork has been filed for reimbursement of the Thumper purchase and he anticipates that check to arrive within the next 2/3 weeks. Out of the grant given \$75000, all monies have been committed minus \$83.23. Leading into the DPW Report, due to an uptick in exposure to drug paraphernalia, there has been discussion of making Narcan readily available to the DPW Department. Discussions reading this are scheduled to take place with Jim Dean at the County. The Village now has the needed paperwork and input from the Town of Pittsfield & the Town of New Berlin and should be able to file a completed report on the EMS Department of Health Inspection suggestions from the August Inspection. All deficiencies identified have been corrected.</p>
<p>DPW Report</p>	<p>DPW Supervisor Jared Kline delivered the DPW Report: It is that time of year, fall leaves. The leaf sucker started up and is running fine. All normal maintenance has been performed. Maintenance on the DPW Trucks continues when there is idle time. The flushing of fire hydrants this week is going well. The only tough spot has arisen in the location of "The Heights" and should be completed by Thursday. The Street Sweeper needed repairs again to the track system, it still sweeps but needs repair. Graves are continuing to be dug. Sexual Harassment & Workplace Violence Training has been completed by all employees of the Department and DPW will adhere to the State posting law. Work on service line paperwork continues with about 300 complete and most resulting in non-lead findings. There has only been 3 identified, galvanized service lines which contain a lead gooseneck. RPZ backflow preventor in Broome County had difficulties that Supervisor Kline assisted with, as he does not have the license required to work on this specific line, he recommended a person in Vestal to assist and assisted in repairing what he could. 2 service lateral leaks occurred this month both located on Railroad Street and both were repaired. The DPW purchase of liters of Coca Cola is for hydrant flushing as it assists in clearing the hydrants. The Village DPW had been assisting the Town DPW with hydrants.</p> <p>Mayor Lennon commented on how nicely the differing DPW crews work closely together, and how that is appreciated.</p> <p>Mayor Lennon questions if Supervisor Kline has everything he needs from Suite-Kote to submit for CHIPS Reimbursement, Supervisor Kline has the needed paperwork & just needs a moment of time to submit.</p> <p>The rental of a stump grinder will be needed for stumps located in cemetery. Supervisor Kline has been researching rental companies and prices.</p> <p>Trustee Canuel questions the risk of the DPW handling the actual stump grinding.</p> <p>Supervisor Kline assures that is a slow & fairly easy process that he has had experience in.</p>

<p>Enforcement Officer Report</p>	<p>Enforcement Officer, Scott is not in attendance to give report.</p>
<p>Grant Status</p>	<p>Mayor Lennon Reports that Barton & Loguidice has spoken with the fiscal advisor to set up a virtual meeting with the board of trustees in attendance, to help further understand the timing of any borrowing that may be needed while moving from the planning to the design phase. The money is there for borrowing but work needs to be done on the timing of borrowing, the repayment schedule, and the impact of residents, when will they see the first impact moving forward with this project. Bond Resolution sample is in folders to look over.</p> <p>Trustee Canuel requests that the board receive copies of a project plan timeline from Brian Skidmore of Barton & Louguidice. Mayor Lennon agrees but states there is little to no changes. Mr. Skidmore now has the water books to calculate EDU's.</p> <p>SAMS Grant- Mayor Lennon has spoken with Senator Griffo's, Chief of Staff and they are pushing the Village's SAMS grant along through to DASNY and we should hear more in coming weeks. This is the first real movement we have heard on this in about a year.</p> <p>CREST Grant- grant papers have been submitted and the grant is essentially closed out</p>
<p>Committee Reports</p>	<p>CD Loan Committee:</p> <p>Anthony Canuel reports that the CD Loan Committee has had a busy September. With Currently 5 active loans and 4 approved loans in-process. 2 of the in-process loans being brand new loans and 2 requesting additional funding. See enclosed report.</p> <p>CD Loan monies are maintained in an operational checking account & invested in an NBT-Intrafi account.</p> <p>Deputy Mayor Smith thanks Mr. Canuel & the CD Loan Committee for all the hard work they have been doing and remarks on the point that this is as active as he has seen the CD Loan Program in a long time.</p> <p>Mr. Canuel hopes the trend will continue as this is going to people and places that will improve the Village in one way or another.</p> <p>Mayor Lennon questions the amount of money that should be kept in the operational account vs. the investment account.</p> <p>Mr. Canuel advises that the next couple of months we look at the amount in which the operational account is being used and conclude if moving more money to the investment account is justified. The liquidity of this particular investment account is a positive.</p> <p>Community Events Committee:</p> <p>Mayor Lennon reports on behalf of the community events committee that the planning for December 8th tree lighting is in process- the lights for the trees have been ordered. Harrington's Tree Service will be hired to decorate the trees this year, due to the height of the trees needing equipment. Chobani is scheduled to be on board along with The Otsego School of Dance and the local</p>

	<p>Churches, The Town Police are aware, Gazebo assignments have been made, and the committee is still in search for a Santa. There is a Santa in mind, but there is questions as to his availability that evening.</p> <p>Anthony Canuel questions if The Village Voices have committed as of yet?</p> <p>Mayor Lennon states that the committee is still working on The Village Voices. Preferred Mutual is aware and onboard to participate.</p> <p>Anthony Canuel remarks on how an improvement to the PA System is needed from last year's event.</p> <p>Deputy Mayor Smith states he may have a candidate for Santa. The Committee was short last meeting at only about half staff but made progress.</p> <p>Planning Committee</p> <p>Mayor Lennon reports that the Planning committee is scheduled to meet in November & has not met. The planned advisor has been busy with her packed teaching schedule.</p>
<p>Commissioner Reports</p>	<p>Trustee Canuel reports:</p> <p>The Gazebo painting of replaced wood is done and the overall painting will take place in spring. Cameras are on order but there is no update from the town. Solar lights for the park are on hold. She is working on the wording to get the Bid out for the painting of the library scheduled for next spring.</p> <p>Mayor Lennon reports that he has been in contact with Dave Kaminski regarding the camera status. At the October Town Meeting he advised Mayor Lennon that the cameras will be in place by Christmas.</p> <p>Trustee Canuel reports that the thermostat in the Community Center Kitchen has not been showing the temperature and may need to be replaced. Looking into the possibility of replacing them with ring thermostats.</p> <p>Deputy Mayor Smith reports:</p> <p>The new tablet that was purchased for the EMS Department has been set up and is in working order. The set up of the purchased laptop for the Village Office has been completed. All IT support completed.</p> <p>Mayor Lennon Reports:</p> <p>The receipts for the Summer Youth Program have been submitted to the County for reimbursements. The expense of the recently purchased Christmas Lights were counted towards the 2024 Fiscal Year threshold for County reimbursement.</p> <p>Mayor Lennon reports:</p> <p>The EMS Contract Presentation was made to the Town of Columbus in Augst and is still being evaluated by their board (have heard word</p>

	<p>that the board is currently leaning towards sticking with Sherburne for EMS Services) their next meeting is scheduled for Thursday. The hope is that they consider the cost & operational benefits of the Village of New Berlin EMS Service. It would be nice to have the EMS & Fire district overlaid. The EMS Department needs to figure out the pressing matter of the advisor position before discussing updates to the Policy Manuals. Bob Starr has stepped down as advisor and Dale Barton has stepped back in for the interim.</p> <p>The safe deposit box was opened and found nothing noting any value or relevance located in it, found 3 documents related to the old New Berlin housing authority. Poses the question as to if we require the use of the safe deposit box.</p> <p>Deputy Mayor Smith notes he does not think there is anything that would require the use.</p> <p>Trustee Canuel suggests using the safe deposit box for copies of Deeds to Village owned properties.</p> <p>Deputy Mayor Smith poses the question of cost of a small safe for that purpose.</p> <p>Agreed this can be a discussion item for next month.</p> <p>Trustee Canuel reports that RCR has not been very responsive regarding upgrading the DVR system.</p> <p>Mayor Lennon reports: DPW Supervisor Kline has made good progress on lead service line report due 10/16. Need to make sure they are updated with the new personnel at Arcadias Engineering. Painting of parking lines for municipal parking along Route 8 will be addressed in spring. The Village does hold authority to do so along the State Route.</p>
<p>Old Business</p>	<p>Change to Law Regarding Vehicles & Traffic Law #3 of 2024: Parking along Green Space: Mayor Lennon starts the conversation to address the unresolved business of the Green Space Parking.</p> <p>Trustee Crawford enters meeting at 7:18 PM</p> <p>Mayor Lennon distributes signage offered from the Town of New Berlin Police Department: sign in folder see sample signage.</p> <p>Reminds the room of the public hearing held last month and the attendants & submissions made during the hearing. Sharing proposed signage as promised the purpose of this signage is to clarify the contradictory language in the current law. Mayor Lennon suggests that the signage be posted on village kiosk.</p> <p>Trustee Canuel would like to understand further how this will be enforced before it is advertised as a solution to the problem.</p> <p>Mayor Lennon states that Police Department has said this law will be easier to enforce when it is clearer, and suggest they pose this question to the Police Department.</p>

An agreement is reached to pause on the posting of said proposed signage until clear enforcement answers are given. Village resident Lisa Serradilla states that there has been no enforcement (other than officer Wheatley) in the 8 years she has lived here and there will be no enforcement. Mayor Lennon would like to clarify that in Lisa's statement from last month's public hearing her contractor who was ticketed was parked on the sidewalk. Lisa Serradilla expresses more frustration & concern over the parking area in question and the local law enforcement. Mayor Lennon suggests we bring law enforcement back into a meeting to discuss how this proposed comprise will be enforced going further. Trustee Canuel raises the concern over emergency vehicles not being able to efficiently make the turn from Genesee Street to North Main if parking is allowed. Mayor Lennon states that he has talked with the local emergency services, and they do not foresee and issue with making that turn with parked cars. Trustee Crawford states that the turn they had previously made for decades off School Street onto Route 8 was never of issue. Trustee Canuel questions if it will become an issue with large trucks & trailers. Trustee Crawford states that large trucks & trailers would have difficulty making that turn regardless of if parking is allowed there. Resident Lisa Serradilla raises the question as to if local officers have the jurisdiction to write tickets to larger trucks & trailers. She states her intent to file a notice with the State, DEC, & DOT. Suggested the possibility of raising this issue again at the next Village meeting and raising this issue at a Town meeting as well.
Don Anderson & Tony Canuel exit the meeting at 7:29 PM

Lead Service Line Inventory Update: Mayor Lennon remarked on earlier in the meeting.

Water Meter Bid Solicitation: Mayor Lennon reports that the Susquehanna River Basin Commission has said funds could be used for the installation of meters and costs of labor of installation.

Spectrum service update is still in progress as reported by Trustee Canuel.

Camera Update: already discussed

Resolution Re: Revised Project Cost Estimates: External Funding & Addendum 2: See in folder.

Trustee Canuel reads aloud to the Board & those in attendance.

Strike Trustee Burchills name as he is not in attendance

Trustee Canuel motions to approve the revised bond resolution

Deputy Mayor Smith Seconds

Trustee Crawford Yes

Mayor Lennon Yes

Mayor Lennon will sign amendment and forward on to Barton & Lougdice now that there is board approval.

Front Office Automation update: Covered earlier in meeting.

Rental of Front Apartment: as reported by Trustee Canuel the apartment has been rented. The security deposit & first month's rent has been received in less than 30 days. The Handyman, "Motivated Laborers", that did the work to the apartment were terrific, he came from Binghamton, stayed late to finish, and called in a cleaning crew that he paid for. An additional chain lock on the apartment door has been requested by the tenant. Tenant is moved in and there for at least a year.

Sale of Village Property on Moss Street: is still in progress as reported by Trustee Canuel. A research trip to the County Building in search of a deed to property that gives descriptions is needed. All involved parties are up to date on the progress of the sale.

Funding/Reimbursement for advanced EMS Training: as reported by Mayor Lennon there are EMS Services in the region that are paying more than the Village EMS. An offer of donation has been made to the Village that could pay for registration fees, supplies and books for EMS Personnel's Trainings & Education. This would allow the Village to be competitive in recruiting and retention. Mayor Lennon talked with county directors on how to avoid this scenario being a payroll issue but more of a contract for service instead. The County shared an agreement that they have with the County DPW Employee's regarding obtaining a CDL in exchange for a contracted time of employment. Mayor Lennon suggests modifying copies and sharing with the board.

Request regarding sale of previously unused space in Fairview Cemetery: Mayor Lennon reports there is a circular area that covers an estimated 12-15 plots that has never been used or requested. He suggests that we offer this up for sale. Supervisor Kline has looked over and there is no piping or reason why not to dig. There is currently an interested party that would like to purchase a few of these plots.

Trustee Canuel motions to open unused space in Fairview for sale

Deputy Mayor Smith 2nd

Mayor Lennon Yes

Trustee Crawford Yes

A discussion on the name of the section will be put in place in the future.

	<p>Mayor Lennon raises the question to the board regarding the purchase back of plots no longer needed in Fairview Cemetery. The Board agrees that once a plot is sold, any resale is the owner's responsibility. Village will not buy back plots.</p> <p>Modification of Local Law 5 of 2023- Partial Exemption for Real Property tax for Senior Citizens: Mayor Lennon explains that back in 2023 this it was resolved to amended this law to align with Town of New Berlin on the Senior Citizens Exemption Levels. The Village was made aware by Chenango County that the previous amendment did not fit the rate changes needed to align with the Town of New Berlins Exemption Levels. This resolution is being introduced to cover the needed rate changes to align the Villages & Towns Exemption Levels. Resolution to modify & align Senior Citizen exemption. Deputy Mayor Smith motions to approve Trustee Canuel Seconds Trustee Crawford Yes Mayor Lennon Yes</p> <p>Process to review/update Personnel Policy Manual (General): Mayor Lennon states that this process needs to start as early as the next coming weeks. Trustee Canuel suggests nailing it down on the calendar. Mayor Lennon agrees. Minus EMS Department, because they can operate under current policy. With the focus on General Employee's the workshop date is set for 10/29 @ 6:00 pm.</p>
<p>New Business</p>	<p>Transition of EMS Coordinator Position: Bob Starr is resigning & Dale Barto is stepping up in the interim. Mayor Lennon states he needs to link up with Dale to discuss possible people who can be trained into the difficult position whom are computer savvy.</p> <p>Contracting out of ARPA Reports: Mayor Lennon states that an agreement has been signed with contracted party to submit annual submissions need for ARPA at the cost of \$300 annually. The contracted party has completed 2022, 2023, & 2024 submissions. There will be three more submissions needed, the cost of which can be hashed out against the residual of ARPA monies. Susquehanna River Basin reports are current through the end of December 2024.</p> <p>Candidates for CD Loan Committee & Community Events Committee: Trustee Canuel reports that the CD Loan Committee is not in need of new members.</p>

	<p>Mayor Lennon reports that the Comm Events Committee has 1 individual interested but they did not make last meeting. Cindy Fraser has been active as a non-voting member and Mayor Lennon suggests bringing her on as voting member.</p> <p>Mayor Lennon motions to bring Cindy Fraser on as a voting member Deputy Mayor Smith Seconds Trustee Canuel Yes Trustee Crawford Yes</p> <p>Resolution to approve abstracts for payment of monthly bills: Deputy Mayor Smith motions to approve Trustee Canuel Seconds Trustee Crawford Yes Mayor Lennon Yes</p> <p>Motion to approve Treasurers Report: Trustee Canuel Motions to approve Trustee Crawford Seconds Deputy Mayor Smith Yes Mayor Lennon Yes</p>
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Motion to adjourn: 8:17

Meeting Adjourned: 8:17

Executive Session to discuss personnel

Trustee Canuel motions to enter an executive session

Deputy Mayor Smith Seconds

Trustee Crawford Yes

Mayor Lennon Yes

Executive Session called to order 8:21 PM

Motion to close 8:43 ME JC 2nd

Trustee Canuel motions to close

Trustee Crawford Seconds

Mayor Lennon Yes

Deputy Mayor Smith Yes

Executive Session adjourned at 8:44 PM