

**Village of New Berlin**

**Board Meeting**

**Jan 14, 2025**

**Call to Order**

6:30 PM

**Roll Call**

Mayor Peter Lennon

Trustee Maryellen Canuel

Deputy Mayor David Smith

Trustee Kelly Banks

Absent: Trustee James Crawford

**Attendance/ Visitors:**

Fire Chief Don Anderson

Rick Baker EMS

Jim Pierce from TI – interested in the water meter bid,

Brian Skidmore and Carley Parker from Barton & Loguidice

Delay in approving December 2024 Minutes due to failure of recorder. Will approve in February meeting.

**Public Concerns: None**

**Fire Department Report:**

Monthly Call Sheet (attached) provided to the Board. Redo emergency lights on 251 quote - \$12,000.00. All LED lights. Quote for 3 sets of gear - total price \$11,298.00 (includes pants

and jacket). Using old gear (not supposed to wear if over 10 years) and trying to replace – replace one for interior and give his to someone that doesn't have any. Pete asked where there was a grant to cover this gear-Don replied that the Department had submitted for an appropriate grant but had been denied.

Pete advised Don that he may be asking for assistance with expense documentation (estimates/invoices) relating to the new Fire Department/Chobani Center to submit for reimbursement once the 2017 SAMS Grant Distribution Agreement is finalized by DASNY.

### **DPW Report:**

Jared was absent- no report.

### **Enforcement Officer Report:**

Scott Church was not present. Pete commented that the focus of this position has been primarily health and safety related versus appearance related. In keeping with this, it should be noted that he asked the DPW to clear the snow and ice from particular heavily-trafficked segments of sidewalk in the some Village- The current rate is \$50/hour and is being billed to the property owner. Pete stated that this should not be considered a routine service- the DPW doesn't have the manpower do all and Village Law states that it is property owner's responsibility; but pending further action, it is doing it where it is truly a safety concern to Village residents.

### **EMS Report:**

Call report (attached) was submitted. NBAS is filling more shifts and even picking up some after-hour calls. A new BLS (Rachael Monday, currently a driver) is being submitted for board approval under new business. Numbers are going up related to calls. We had a "less than stellar" period in the fall due to internal staffing and personal issues. The number of calls this year is up dramatically to 470 vs. 306 in 2023: Unfortunately, the transport-to-call ratio was higher in 2023 many calls were for lift assist- Need help getting up, but don't need to be transported to a medical facility. There were 235 transports this year; We are off to a strong start in 2025.

The rig will be down for an engine repair Thursday night (after shift) through Saturday morning. This has been communicated to surrounding counties. This is the first down the vehicle has been taken out of service (and calls might be missed) since October of 2023. Pittsfield

making decision about EMS contract renewal at their board meeting tonight. Rick will be representing the NBAS at the meeting so will be leaving at 7:00 PM.

### **Grant Status:**

**Water Project Update by Barton & Loguidice:** Currently putting together mapping of wetlands. Also evaluating where drilling will occur to make traffic flow less disruptive. A significant upcoming step is the borings (soil samples) to determine the extent and location of shale. Quotes for this will be needed, so won't start digging for a few months. Funding – Bond Anticipation Note was sold on Monday and closing on 22 Jan. at 3.9%. Pete commented if these funds are placed in an InterFi account currently paying a little over 4%, that should help mitigate the interest we will need to pay on the note. B&L is now working on docs for EFC closing which will take a few months. Also working on utilization plan for MWOB for internal review. The Village clerk usually responsible for filing the MWB Report – submitted on a quarterly basis to the state. B&L provides the report on a monthly basis to be used for the filing.

SRBC – working on meter procurement. Bids will be opened tonight. SRBC needs to be aware of the bid process to ensure compliance with requirements and need approval before signing purchase orders. Community Development block Grant (CDBG) will be applied for in July.

RD – last addendum submitted to expand the project in anticipation of the CBGB Grant increase from (\$1.25M to \$2M) . Have just shared with RD and waiting for their comments.

Preliminary design anticipated in May. Being careful about submission as there are a lot of guidelines to follow; taking another look at distribution main to see if project should be adjusted given recent water main breaks that have occurred over the past year or so. NYCOM is also looking at ways to support communities as they replace resident-owned lead/galvanized pipes and connectors. New Berlin's inventory of lead service lines stood at 63% in October and as of the end of the calendar year 7 lines have been identified as having some galvanized material. The replacement is to start in 2027 and needs to be completed by 2037. Pete mentioned that the initial (2021) estimates for lead service line replacement would be much higher than the current inventory would indicate, therefore, at this time, we better shape than anticipated.

### **SAMS Grant:**

2017 SAM Grant \$150,000.00 appears to be moving forward. DASNY has come back and asked for final documentation leading to a Grant Distribution Authorization. Pete now has

direct contact with the person working on our case. They are now asking for proof of work/costs (invoices, etc.) in preparation for grant reimbursement. Initial cost of building was noted for \$150,000.00; however, that reflected only Phase I: Total costs were much higher. The packages will also address additional funding that we received from outside sources. Once we receive the reimbursement, we will need to meet to determine how to best direct the funds to the Fire Department. The ten-year loan taken out by the Village (\$370K) has a current balance of approximately \$230k.

**CD Loan:**

No change. Committee meeting to occur in the near future. The town is also going to be offering a similar program.

**CEC:**

Wrapping up the holiday event. Thank you letters have been sent. We did have some electrical issues that will be resolved. Next up – Earth Day/Memorial Day/Yard Sale Day. Will begin planning soon.

**Planning:**

They did not meet this month.

**Commissioner Reports:**

**EMS Policies:**

Rick is currently working and comparing state and county to ours. He anticipates doing the review in a few weeks. Will sync up EMS policy with General policy where appropriate.

**Lead Service Lines:**

Inventory Notification requirements from the County have been met. Notification for those with galvanized lines/connections or lines/connectors of unknown material was included in their January water bills.

**Spectrum:**

Need to reschedule installation.

**Automation DPW:**

No action.

**Sale of village-owned property on Moss:**

Maryellen will follow-up with village Counsel, David Merzig.

**Clock Repair:**

Repair includes replacement face, painting of the face, and repair carpentry; A claim has been initiated through NYMIR and we have quotes for two of three components- awaiting carpentry estimates. The clock is currently not running properly-we have identified a repair firm in the Queens that has asked for pictures to begin dialog. The last repair contract was with an individual in PA who was not often available.

**Employee Manual:**

Dave made the motion to approve the final annual revisions to the manual for 2025; seconded by Pete. All yes. Maryellen to post on the Village website.

**Contracted Trash:**

**We have quotes from Bert Adams and Casella** Jim Crawford has advised the board that the quotes from Hometown will be far less expensive- Action on-going.

**NEW BUSINESS****Opening Bids for Water Meters:**

Also did direct contact with the vendors. TI Sales – using Neptune 360 drive by option A \$126,410.00, option B (real time data reporting to cell tower) \$145,688.00. Installation costs for these options were \$85,000 The second bid was from EJP – drive by system \$118,000.00 plus installation \$90,000.00, totaling \$218,234.00. The Board will schedule a special meeting to review the bids in further detail and select an option.

**Resolution regarding Lateral Restriction -Conditions on Future Service for Village of New Berlin Water System Improvements Project- Required by Ag and Markets for Barton & Loguidice's inclusion in the Department of Agriculture (Rural Development grant/loan packet.** Read by Maryellen Canuel- Maryellen offered a caveat that Charlotte Avenue should also be included- Pete said he would notify Baron & Loguidice of the amendment before it was signed by the Deputy Clerk, seconded by Dave Smith; Smith YES; Canuel YES; Banks YES Lennon YES Approved

**Fire Department Equipment:**

Dave made the motion to approve the expenditure of \$24,000.00 for the 3 gear sets and vehicle repairs referenced during the Fire Department report above

Seconded by Maryellen Canuel. Smith YES; YES Canuel; Banks YES; Lennon YES –  
Approved.

**Appointment of New BLS for NBAS:** Pete made the motion to approve the non-competitive hire and appointment of Rachael Monday (currently a driver who received her State BLS certification at the beginning of January). She would start her BLS duties as soon as she was internally “checked out” by Randy and Rick. Seconded by Maryellen

Smith YES; Canuel YES; Banks; YES; Lennon YES - Approved.

**Approval of local law to Allow Village to exceed Tax Levy Limits (See attached)**

Read by Maryellen Canuel; Seconded by Dave Smith: Smith YES; Canuel YES; Banks YES; Lennon YES - Approved.

**Appointment of Elections Inspectors for March 18th Village Elections; Maryellen made the motion to approve the appointment of Michelle Priola and Jeff Keller as inspectors for the March 18th Village elections** Dave Smith Seconded; Smith YES; Canuel YES; Banks YES; Lennon YES; Approved.

Motion to go into Executive Session to discuss personnel and real estate by Maryellen, seconded by Dave. 7:47 PM.

Motion to come out of Executive 8:22 PM by Maryellen, seconded by Dave.

**Motion by Maryellen to offer Clerk/Treasurer position to Kathryn Dunham, Seconded by Dave Smith**

Smith YES; Canuel YES; Banks YES Lennon YES: Approved.

**\* Rick returned and advised the Board that Pittsfield had agreed to a 6-month renewal of the current contract with NBAS.**

Maryellen volunteered to provide the board with a working shell of the 2025-26 budget. She further requested all members to come prepared to the budget workshops with their 2025-26 “wish list”.

**Resolution to approve Abstracts (See attached).** Motion made by Maryellen; Seconded by Kelly Banks; Smith YES; Canuel YES; Banks YES; Lennon YES: Approved.

Motion to approve Treasurer Reports – none at this time as Nicole and Cindy were focused on getting everything together for transition to CPA, water bills and payroll.

Maryellen made the motion to adjourn; Seconded by Dave Smith: Smith YES; Canuel YES; Banks YES; Lennon YES — Meeting adjourned at 8:45 PM.