

Village of New Berlin
Board Meeting Minutes
March 11, 2025

Call to Order

6:30 PM

Roll Call

Mayor Peter Lennon

Trustee Kelly Banks

Trustee James Crawford

Trustee Maryellen Canuel

Deputy Mayor David Smith

Attendance

Fire Chief Don Anderson

Deputy Clerk/Treasurer Kathryn Dunham

DPW Working Supervisor Jared Kline

EMS Administrator Richard Baker

Maryellen made the Motion to Approve the minutes of 11 Feb 2025 Minutes and the 26 Feb 2025 Special Meeting. Dave Smith seconded. All voted YES to approve.

Public Concerns & Visitors:

Two visitors: One a Junior at Unadilla Valley CSD who is interested in learning about local politics and Jill Robinson from Unadilla Motor Sports. Jill presented the 2025 their activities schedule for summer season for the Board's awareness: No support is needed from the Village at this time.

Fire Department Report:

There were 4 calls in February: Three were in the Village of New Berlin, 1 in the Town of New Berlin, 1 fire, 2 false and 1 EMS assist. Maryellen asked about coordination for landscaping around the firehouse as part of Environmental Day April 26th- Don advised her to discuss with Jared and Larissa Hanslmaier. Don Anderson advised the board that his term as Chief is expiring and that he will not be running for the position again- this will be his last meeting in that capacity.

EMS Report:

Rick stated there were 44 calls and 16 transports. Pete remarked that the total number of calls is up, however the ratio of calls to payable transports is lower than in recent months. We were advised by Multi-med that we can bill some for non-transports, particularly MVAs if basic vitals are administered at the scene- those calls where Private Insurance is involved, will often reimburse a portion of the call- Medicare & Medicaid will be much less likely to reimburse for non-transport calls. Recently there have been more mutual aid calls. The rig remains in good physical condition and applicants to fill the role of drivers and BLS medics will be discussed under New Business.

DPW Report:

Jared reported that with the good weather, the crew has been patching the asphalt on West Hill and of a portion of the parking area behind the Village Office. We still to patch more of the area- we will need to coordinate with the Post Office's landlord for areas outside our ownership. Jared stated that the sweeper needs mechanical work, although the team changed some switches, there still is white smoke and apparent engine issues. Finally, Jared informed the Board that Ryan got his next class of water licensure in Morrisville.

Enforcement Officer:

Pete informed us that there has been no response from Scott Church who is currently very busy with his regular jobs(s), the incumbent in the Enforcement position. He has heard that Scott is very busy with his regular job(s), so Pete will approach the Town of New Berlin to explore the possibility of sharing a combined resource. .

Grant Status:

Brian Skidmore, of Barton & Loguidice, gave a quick overview update of the Water Project: Base mapping survey is complete; they are currently working on layout – need to add wetlands/streams; field edit; Target date of early April: Engineers will be coming to the Village for a more detail view of field conditions (with prior notice). Soil borings – will be put out for bid in the coming weeks with a date to mobilize after May, looking for bedrock and the soil for bearing capacity.

Olivia Hickland has done 30 scans of building and basement conditions for the potential up well. She took samples (all 3 wells). Currently conducting water quality analyses to determine filtration treatment needs: The building location decision will be needed by May/June – use existing or build new one on that or another site. Design workshops will be scheduled for the 4th Wednesday of the month (6:00 PM) starting in April. The April and May meetings will address preliminary layout of water main layout – June will address the filtration system preliminary layout. Target for final design review is September with a . October 202 formal submission to DOH, Army Corps of Engineers, and other permitting agencies. Carly and Brian to trade off alternating board meetings monthly. Pete is submitting for Federal Budget dollars (asking for \$4 million). Pete requested that Jared pass the most recent water main break info (4 breaks/leaks) from this past year – estimated loss 90,000 gallons. The \$600k Bond Anticipation Note is half committed used. Meter purchase, soil borings, money to come in and timing. Pete and Jared will have a meeting with EJP in late March or early April. Can we install new meters as replacements before project? EFC short term forms contact list and budget. MWB utilization plan – Kathryn is the new contact. Monthly reports from Barton and Loguidice to Kathryn. Kathryn does quarterly reports for EFC using monthly reports from B & L, Ag & markets notice interest – 45-day clock started – ends mid-April. We will apply for community development block grant in July. Pete will do a bid letter – Buck, Harler and Brian. The spreadsheets with RD forms need more stuff. Cost overrun application requested – poverty rate loan – want justification of budget increase. Updated numbers from VNB and Annual Financial Report. Brian then left the meeting.

b. SAMS Grant Update – we are working on documentation. Phase 1 - major invoices and checks found (\$152,154.00). Make table and narrative. Last submitted was \$154,000.00. Expenses: \$1,560,820.00. Revenue stream: \$1,526,421.00 (donations, sweat equity).

c. Planning Committee: Pete met with Congressman Riley. Second submission – re submit last year's plus updates.

Committee Reports:

- a. No major changes – move checking balance to Intrafi.
- b. Meet Thursday regarding Easter Egg Hunt (19th), Environmental Day (26th) – Chobani and Preferred, Memorial Day Parade & Events, Yard Sale Day – no chicken at church, 3rd weekend in June.
- c. Planning Committee: Need to schedule meeting.

Commissioner Reports:

Buildings: Maryellen informed us that the Community Center has a painting date TBD, but before the FD dinner and it needs an updated server. Painting the library – contract signed, 4/15 to start work pending weather. We need to revisit Employee Handbook regarding PTO. Maryellen will edit the one for EMS once she receives copy from Rick.

DPW: Jim brought up burial prep – do we reach out to all funeral homes? Pete said to reach out to individuals. Cindy to access DAVE for death certificates.

Dave informed us that the safety deposit box is closed. Maryellen: Get a safe for the office. FD banquet invites will be soon. Meet with Jared on Friday regarding laptop.

Old Business:

- a. Maryellen – modem & router updated at EMS today, 30 minutes with project manager and me for feedback. Frontier being weird about Spectrum taking over numbers and a free line offer.
- b. Nothing at this time.
- c. Contract signed, waiting on abstract, no closing date yet.
- d. Kelly – wait for other signs, replace all together.
- e. Pete – big trucks can't make it down Charlotte Avenue – need signage “no truck”, talk/do in April. Maryellen – School Street has spots that were not put in correctly. Need to shift up. Jill left the meeting.
- f. No action taken.

- g. Skip.
- h. Pete – scheduled NBT and Gates Cole for March 27 at different times with buffer.
- i. Pete – billing at \$65.00 per occurrence for snow. Spoke with regional manager of Stewarts.
- j. Pete – need to spring forward, quote for repairs – to pass on to insurance to further claim with clock face/painting/framing. We need to select vendor, need to estimate for additional work as well to complete simultaneously and T & A to pay deductible for the insurance claim.

New Business:

- a. Pete – BLS with Morris- Zeithan Dunham to approve as medic. Rick met him and he starts work in mid-April. Young team/team growth. New driver is Haley Mikaly – Rick to meet her. There are two people in the BLS course. A new guy bought fresh gear for the whole crew. Currently, short medics and drivers. People are coming – new drivers and seasonally available drivers. Motion: Maryellen - Zeithan (BLS Medic) and Haley (driver), pending Rick’s approval. Seconded by Jim. All: Yes.
- b. EJP delivered meter – without P.O. Estimates – EJP and Ferguson. EJP Aquascope is \$4,950.00 – decibel reader. CL 18 – very expensive. The previous listener broke – Fisher. Motion: Jim – Aquascope Kit for \$5,320.00, seconded: Maryellen, All: Yes.
- c. Maryellen read the resolution. Pete – B&L bill for water project.
- d. Report from Maryellen – in transition. Pete commented on good progress.
- e. Maryellen closed in January "24"? Should have 3 years left on lease? It will be \$3,000.00 per month after the lease is up if we stay month to month (negotiable). Rick: Lots of issues, sewer issues right now. Maryellen to check on 3 years and negotiate \$3,000.00 down.
- f. Email accounts for current and future commissioner (Outlook? Gmail?). Maryellen to check. Lisa left at this time.

Updated spreadsheets for Budget Workshops from Maryellen soon.

Executive Session.

Motion to Adjourn: Maryellen.