

**Village of New Berlin**  
**Board Meeting Minutes**  
**April 8, 2025**

**Call to Order**

6:30 PM

**Roll Call**

Mayor Peter Lennon- Present

Deputy Mayor/Trustee Dave Smith - Absent

Trustee Jim Crawford- Present

Trustee Maryellen Canuel- Present

Trustee Kelly Banks- Present

**Attendance**

Deputy Clerk/Treasurer Kathryn Dunham

Fire Chief Jared Hanslmaier

DPW Working Supervisor Jared Kline

EMS Administrator Richard Baker

CD Loan Committee Chair: Anthony Canuel

Others in attendance: Richard Nobel, Lisa Serradilla, Rich Anderson, Zane Bell

Maryellen made the Motion to Approve the Minutes of 11 March 2025 Minutes and 26 March 2025 Special Meeting. James Crawford seconded. All voted YES to approve.

**Organizational Meeting:** See attachment

**David Smith nominated for another term as Deputy Mayor**

**Acting Clerk/Treasurer – Kathryn Dunham**

**Registrar of Vital Records – Cindy Fraser**

**Audits**

**Grants – Kelly Banks**

**CD Loans – Dave Smith**

**Audit of Clerk/Treasurer – Maryellen Canuel**

**Audit of FD records – Jim Crawford**

**Planning Committee:** Two vacancies

**CD Loan Committee:** One voting vacancy

**Community Events Committee:** One voting vacancy

**Attorney:** David Merzig;

**Official Depository:** NBT Bank

**Health Officer-** Chenango County Health Dept.

**Official Newspaper** New Berlin Gazette or Norwich Evening Sun

**Regular Board Meetings; Second Tuesday of Each Month at 6:30 PM**

**Fire Department Officer Changes:** Fire Chief-Jared Hanslmaier; Asst. Chief-Shawn Patrick; 2nd Asst Chief- Shawn Loomis; 1st Captain - Brett Hanslmaier

The Official Mileage rate was **raised from \$.67 per mile to \$.70** per mile.

Attendance at Schools and Conference- Kodye Brown (DPW) was added for appropriate water training,

Policy Regarding Advance Approval of Claims: No Change.

Maryellen moved to Approve the Appointments and Proposed Continuation or above Updates to Policy; Seconded by Kelly Banks- All Voted to Approve

There were no public concerns or comments.

### **Fire Department Report**

They have received mutual aid for Fire Engine 251 – begin refurbishing project (new LED lights & rust mitigation). Will be out of service for 3 weeks starting May 5, 2025. Expect Mutual Aid-type support. Grant for \$45,000.00 through Firehouse Subs for gear has submitted (price of gear has risen from \$3K to \$5K per set due to additional capabilities - anti-PFAS, etc..) Three sets of gear are needed per year. There is an approximate 6 month order-ship time for this new gear.

Maryellen brought up that the Chobani Center kitchen grease trap needs to be cleaned. The FD said that the trap was pumped two months ago – why is it full again? Maryellen will find a plumber to determine if a design adjustment is needed.

Maryellen addressed the Chobani Center parking lot problems. Jared Kline will borrow equipment, and Jim Crawford will get the gravel. There will be further discussion regarding drainage issues.

### **EMS Report**

Rick advised that the preliminary number for transports was 14 for the month out of 60 calls. Pete said this ratio has dropped over the last few months and is obviously impacts revenue. Rick said the final testing for 2 BLS– Sklyar Bass (who is currently operating as a driver) will need to be confirmed as a BLS as part of New Business contingent upon her passing local testing and state certifications before the May meeting. Pete informed all that Rick's paramedic training will be done in August/September, We are experiencing reduced medic (particularly ALS) hours with Randy unprogrammed departure to Otsego County – we are aggressively looking for medics and going to have an uptick in missed shifts and calls mid-March to mid-April. Pittsfield has been notified of this anticipated reduction in service levels. Rick departed the meeting after completing his report at 7:02 pm.

### **DPW Report**

Patching, clearing ditches, and catch basins – A total of 23 need to be cleaned, The State only cleaned a couple. Hoffman has provided a quote of \$2500 for cleaning the rest- Funding this effort will be addressed under New Business.

Cemetery cleanup and new graves.

The 2015 dump truck is be fixed with internal resources. The sweeper is in bad shape– oil leak, cracked piston, cylinder or rings – rough quote is \$3,000.00-\$5,000.00 just to determine the extent of wear and potential for repairs. It is probably not worth fixing, if not we'll need to address as excess under New Business. We should also discuss the option of renting a few times a year, as needed.

The clock tower has a new ladder done, cleaned roof. Pigeons blocked the drain vent causing the roof to rot. Pete informed us that Leland Hoag and Paul Stein will be starting the three components of the repair work in the next few weeks. Target date for completion is prior to Memorial Day. The insurance company has advised Pete that funds associated with the claim (\$6800.00 minus deductible or approx \$6300.00) is scheduled to arrive in the coming days.

The revised stump grinder rental quote from Oxford is \$940.00 per week- DPW will perform the grinding in the coming weeks.

Water Project – Mains on vertical slopes have to go in streets. We should wait to perform anything more than patching of those streets as part of the water project. Whitmore and Moss are flat we can plan to redo streets this upcoming cycle.

#### Grant Status

- a. Carley Parker (B&L): See B&L Agenda. The Village will provide B&L the parcel numbers of the two parcels on West Street being offered for donation to the Village. Also B&L needs the annual budget close out for inclusion in their funding packets. Pete offered to provide a copy of the Year End Close.
- b. SAM Grant from 2017/18 (\$150K for Fire Department/Chobani Center) Pete and Kathryn will participate in a call the the State Dormitory authority on Friday to discuss docs submitted and how to finalize the Grant Distribution Agreement. Once that is received, reimbursement actions can commence with the funds being used to replenish the FD reserve.

#### Committee Reports

- a. The CD Loan Committee met last week. There is one new loan application. The committee recommendation for approval is to be voted on by the Board under new

business. Application amendments are not needed at this time; support available to potential applicants, if needed.

- b. Community Events Committee (Kelly Banks) informed us that the Easter Egg Hunt is 4/19. The Easter bunny will get a ride from the FD to Hyde Park. Pete informed us about the egg hunt prizes, bikes, scooters, etc. April 26<sup>th</sup> is Environmental Day. Maryellen informed the Board that in addition to Preferred Mutual, other volunteers are needed for work around the Community Center. Jared H requested she text him about potential volunteers from NYCM. Pete asked what other areas of the Village should be considered for clean-up work on Environmental Day? There will be 6-8 people from Chobani to help in the clean-up collection. The primary drop off point will be in front of Banks Landscaping at the top of School St. The paper shredder (coordinated by NBT) will be in front of the old firehouse from 9-11 at the FD. The Village has \$250.00 credit at the landfill, Kelly will be publishing a list of materials that we cannot accept. The potential for Honor Society and FFA kids to assist in these efforts was discussed. While coordination has just started The Memorial Day Parade will likely be smaller this year as it is unlikely that active duty military personnel and vehicles will participate. The Legion is coordinating the Honors Ceremony with food and drink offerings being finalized.

### **Commissioner Reports**

Maryellen informed everyone of the gazebo spindles being vandalized. Jared said that the trash cans are vandalized too. Pete said that the cameras are up, but not on yet operational- target date for the first camera recordings is 19 April.

Maryellen said it is too cold to paint. 607 Painting, the contracted painter for the Village Office and Library has requested a \$3000. advance payment in addition to the half-payment they have already secured as they are coordinating to purchase a lift for their upcoming projects. This request to be put to a vote under New Business. The Chobani Center's interior painting has been completed.

The EMS version of the Employee Manual will be put out for review when the draft is provided to Maryellen by Pete.

Jim is working to contact funeral homes about grave digging schedules and coordination procedures, particularly during weekends and inclement weather.

Kelly said that the Youth Program will be coordinating with the library for this Summer's program in July and August.

Kathryn informed the Board that the coordination with Cwynar (the CPA) and the conversion to Quick books On-line is moving forward: Payroll is pretty well in place however, we are still missing a complete budget picture.

### **Old Business:**

- a. Maryellen spoke with supervisor at Spectrum. Service is slightly better and waiting to hear from sales rep.
- b. Automation update for DPW is pending a coordination meeting between Dave and Jared.
- c. Documents regarding the sale of property on Moss Street extension were signed by the Village and notarized. They will be sent to Attorney Merzig. The property will need to be cleaned out (mostly DPW-related junk).
- d. Cleaning of the Office: Nightshift does not want to clean the office- Maryellen will continue to explore options.
- e. Pro-rating of water charges to be discussed at a future board meeting as part of a larger water billing discussion.
- f. General village insurance – Maryellen made the motion to accept NYMIR's proposal with the adjustment of the coverage for cyber crime from \$250,000 to \$1,000,000– Seconded by Kelly. All voted YES to approve.

### **New Business**

- a. Maryellen – Farmer's Market has requested a standing request for use of Chobani Center on Tuesdays. They have already reserved for rainy days, May to October weekly. The market will be only inside, A \$50.00 refundable deposit will be paid at the beginning of the rental period. There are two potential conflicts where an alternate location or date will have to be arranged- June's Primary Voting and Halloween. Maryellen made the Motion to Approve, seconded by Jim. All voted YES to approve.

- b. Maryellen presented proposed edits to the Employee manual regarding for the paid time-off policies and Family Medical Leave. Pete asked that all review these documents so they can be acted upon at the next meeting.
- c. Street signage: Pete said that we need an inventory of the street signs to purchase. Maryellen asked if we need a “30 mph” sign on Route 8 – Pete advised that any such signage needs to be coordinated with the State. Kelly to coordinate the list with Jared. Lisa brought up the issue with trucks, particularly related to Chobani attempting to turn onto and ascend West Street.
- d. Kelly read and placed the Resolution to approve abstracts into motion: Maryellen seconded: All voted YES to approve.
- e. BLS – Appointment of Skylar Bass, currently a driver with NBAS, to the position of BLS, contingent on State Certification. Also, the appointment of Ethan Wailua, a practicing BLS in Cortland County, upon completion of application with County HR. Jim made the motion to approve 2 BLS, seconded by Maryellen. All voted YES to approve.
- f. Maryellen made the motion to approve the bid from Hoffman’s to vacuum/clea-out the more than 20 catch basins at a cost of \$2500. Seconded by Jim. All voted YES to approve.
- g. Jim made the motion to sell the sweeper (declare it as excess and coordinate with “Auctions International” for listing for parts). Seconded by Maryellen. All voted YES to approve.
- h. Rent stump grinder – no Motion needed as the rental cost is under \$2000 and can be approved at the commissioner or mayor level.
- i. Maryellen made the motion to approve a \$3,000.00 advance for 607 Painting for painting of the Village Office and library- funds to be used to purchase a lift.. Seconded by Kelly. All voted YES to approve.
- j. Maryellen made the motion to approve the CD Loan Committee’s recommendation to approve the loan application: Seconded by Jim. All voted YES to approve.
- k. Resolution regarding SEQRA, Resolution #7 – Maryellen read the resolution and made the Motion to approve; Seconded by Jim. All voted YES to approve.

Executive Session: Not needed.

Motion to Adjourn: Maryellen made the Motion to Adjourn; Seconded by Kelly; All voted to approve. Meeting adjourned at 8:22 PM