Minutes from the Monthly Meeting of the Board of Trustees

 of the Village of New Berlin

 Dec 10th, 2024\*

\* These minutes are summary in nature as the Village’s recording device did not function properly during the conduct of the meeting: Therefore, some discussions may not have been captured in their entirety.

**6:30 PM Mayor Lennon Called the meeting to order followed by the Pledge of Allegiance**

**Attendance: Mayor Lennon, Trustees Canuel, Smith,and Crawford; Absent: Trustee Banks**

**Others in Attendance: Lisa Seradilla, Richard Noble**

**Prior Minutes: Maryellen Canuel made the motion to approve the minutes of the previous meeting (Nov 12 2025)**

**Seconded by Jim Crawford; Smith YES; Canuel YES; Crawford YES; Lennon YES- Approved**

**Public Concerns and Visitors: Lisa Seradilla asked the board to further address the potential outsourcing of bookkeeping and accounting services previously performed by the Village Clerk/Treasurer and coverage of the Village Office following the December departure of the incumbent Deputy Clerk/Treasurer**

 **Mayor Lennon advised that her concerns were identified as the first two on the agenda under old business and would be addressed at that time.**

**Fire Department Report; Don Anderson provided an update on calls during the Month of November- See attached**

**EMS Report; Rick Baker provided an overview of the calls for the month of November- A full report (submitted following the meeting) is attached**

* 1. **DPW Report: Jared Kline advised the board that his team had been busy performing snow clearance activities. There has been significant work done on catch basins, particularly one on School Street, which due to its height, was catching the plow blade. It appears that there is additional effort required to clean these facilities- there was brief discussion on the cost of using a contractor vehicle to clean out some of these drains and basins vs. procuring a vehicle to perform these operations internally- further discussion will be held during future meetings.**
1. **Enforcement Officer Report- Not Present**
2. **Grant Status**
	1. Drinking Water Infrastructure Funding; The Bond Anticipation Note (BAN) prepared by Hodgson & Russ for $600k, which is designed to support our payment needs until April-May when EFC grant funding arrives) is being finalized for a sale/closing on 22 December. The anticipated interest the Village will be expected to pay starting on bond maturity is anticipated to be in the range of 4-percent. These funds can be deposited in an Inter-fi type account with interest earned used to mitigate to interest costs of the Bond.

* 1. SAMS Grant: Mayor Lennon advised that he had been contacted by State Senator Griffo’s Office and it appears that DASNY is working to release the SAM Grant funding for the construction of the new firehouse/Chobani Center from 2017. This is the first indication of any positive movement in years and if released, this may provide funding options for the board to consider regarding the Fire Department reserve.
	2. EMS CREST Grant; The Village has received the final transfer of funds ($17,399.48 less transfer fee) as reimbursement for the procurement of the Thumper) under this grant. This will close out the grant process: Of the $75,000 made available under this grant - $74,916.78 was used for the procurement of the newer ambulance, communication upgrade, and the thumper- the remaining $83.22 will be re-directed by the NY State Dormitory Authority (DASNY).
1. **Committee Reports**
	1. CD Loan Committee: Maryellen provided an update on the number of loans outstanding and their status- See attached. Mayor Lennon stated that the Committee has identified a few by-law and application items to be addressed as part of their next agenda: 1) Increasing the threshold for those loans requiring a lien, and 2) clarification of the process for those residents and businesses that are not property owners, but rent the structure that is the subject of the potential upgrade.
	2. Community Events Committee; Mayor Lennon provided an update from the activities held and the partners who supported the Dec 8th Christmas Tree lighting. It was an incident-free event that attendees (estimated at 400) seemed to enjoy. Thank you notes to the outside partners (approximately 25) who made the event successful will be going out in the coming weeks.
	3. Planning Committee: No meeting was held during November due to scheduling conflicts within the committee and with the Committee’s advisor, Ms. Carlton.
2. **Commissioner Reports: See updates attached**
3. **Old Business**
	1. Change to Law Regarding Vehicles and Traffic Law #3 of 2021; further discussion on this subject was tabled pending input from the new property owner.
	2. Lead Service Line Inventory Update: Additional comments relating to notification and availability of the interim (Oct 2024) inventory were received from the Chenango County Dept of Health and those notification processes are underway- Those subscribers possessing lines/connectors of “unknown” material and those identified positing galvanized lines or connectors will receive appropriate notification in their January water bills. A detailed notice will be posted on the Village kiosk and the Village Facebook page. Maryellen asked that a notice of this inventory announcement also be placed on the Village website.
	3. Spectrum Service Update- Awaiting an updated site visit from the Spectrum rep.
	4. Camera Update- Initial work has been started at the Town Office, but there has been no formal update to the timeline for the installation/activation of cameras in areas under Village control.
	5. Automation Update- The e-mail access has been resolved in the Village office; Dave Smith was asked to get with Jared Kline to identify the requirements for an updated laptop for the DPW.
	6. Sale of Village Property on Moss Street- Maryellen is still researching deed information through the Chenango County records
	7. Review/update Personnel Policy Manual (General) Review workshops continue on the manual with target of completing revisions early in January.

1. **New Business**
	1. Solicitation of Bids for Accounting Services; Concerns were captured regarding the unclear portions in the engagement letter from Cwynar & Co: These included a) the Vilage’s need for documents associated with the Statements on Standards for Accounting and Review Services, b) the need for GASB financial statements, c) a master Scope of Work, d) transfer of payroll data files and encryption/confidentiality, e) the process associated with preparation and printing of paychecks. Dave Smith motioned to approve the Engagement Letter and one-year Contract document from Cwynar & Co. pending appropriate resolution/clarification of these issues. Pete will advise the board of the results of the clarification of these points electronically and receive final board approval prior to signing any contract. Jim Crawford seconded the motion. Smith- YES; Crawford- YES; Canuel -YES; Lennon- YES; Approved
	2. The Board accepted the resignation of Nicole Crawford from the Deputy Village/Clerk effective 5 December. All expressed their appreciation for her outstanding service during her tenure. Applications for part-time Deputy Village Clerk/Treasurer have been posted in the Village kiosk, The Village of New Berlin Facebook Page and through the Norwich Evening Sun for a Deputy Clerk/Treasurer. Applications are due in 31 December 2025. A schedule for applicant interviews by board members will be set up for early January.
	3. Payment of Inter-fund account: With the recent reimbursement of the EMS account for the “Thumper”, and increasing transport revenue, Pete asked that the board consider making a small payment on its inter-fund (EMS to General Fund) debt as directed by the State Comptroller: No payment was made during the Fy 24-25 budget year as pending the arrival of those funds as was explained in the Village’s annual financial report to the state. Pete suggested a debt payment of $5,000. Dave suggested that the board await the renewal of the 6-month service contract with Pittsfield to ensure that the operating funds remain positive. The board agreed to delay any decision on the inter fund payment.
	4. Repair of Village Clock: Pete provided an update on the repair to the western-facing clock of the Village Clock: A claim has been initiated through NBT with a $1000 deductible that is to be paid out of the Trust & Agency account for same. There are three components of the claim- a) glass- Norwich Glass is scheduled to present an estimate; b) painting the face- Lori Wilson has submitted an estimate, and c) restorative carpentry around the clock face- An estimate on this component is still pending.

* 1. Resolution to approve abstracts; Maryellen moved to approve abstracts; Dave Smith
1. **Executive Session if needed: None needed.**
2. **Maryellen Made the Motion to Adjourn; Jim Crawford Seconded the Motion- Smith Yes; Canuel Yes; Crawford Yes; Lennon Yes; Meeting Adjourned 8:42 PM**

**Outstanding Action Items**

* 1. **Maryellen**

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Status** |
| 1 | Painting of Gazebo | Date Pending |
| 2 | Cameras in the Village  | In process |
| 3 | Logging of Grove Street Property | Complete |
| 4 | Solar lights for park | Pending Camera Installation |
| 5 | Painting of library | In Process |
| 6 | Employee Policy Manuals for 2024-5 | In Process |
| 7 | Exposed 2 x 4’s in entryway of apartments | In Process  |

* 1. **Jim**

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Status** |
| 1 | Audit of Fire Department | Not Started |
| 2 | Update process for Burial Preparation | Not Started |
| 3 | Employee Policy Manual (General 2024-25) | In Process |
|  |  |  |
|  |  |  |

* 1. **Dave**

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Status** |
| 1 | Installation of Ring Thermostat | In Process  |
| 2 | Basketball court upgrade | Not Started  |
| 3 | Employee Policy Manuals for 2024-25 | In Process |

* 1. **Kelli**

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Status** |
| 1 | EMS Employee Policy Manuals for 2024 | In Progress |
| 2 |  Summer Youth Program  | Receipts submitted to County for Reimbursement |

* 1. **Pete**

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Status** |
| 1 | Emergency Operations Manual – meeting with Town, UVCS and SNBFD | In-progress |
| 2 | EMS Contract with Columbus | Columbus has decided to renew their support contract with Sherburne-  |
| 3 | Revitalization/Urbanization Plan (pending Board review) | In-process/Pending Revisions and Board Comment |
| 4 | Preparation of letter of support for the RR Society | On-hold: Pending input from RR Society |
| 5 | Draft EMS Coordinator/Administrative Supervisor Job Description for Board Review  | In-progress: 3-month Appointment made- Rick Baker  |
| 6  | Draft EMS Employee Policy Manuals for 2024-25 for Board Review | Not Started |
|  7 | Response to State DoH regarding August Inspection | Complete |
| 8 | Update Village Investment Policy  | Not Started |

 9 Water Meter Bid Solicitation In-Progress

 10. EMS Training Dollars In-Progress

* 1. **Clerk/Treasurer**

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Status** |
| 1 | Roll out ACH Credit/debit to community and vendors | In Process |
| 2 | Quarterly statements – | Complete |
| 3 | Investment with NBT Intrafi account | Complete |
| 4 | Open Safe Deposit Box to identify contents with Pete and Dave  | Box has been Opened and Documents Reviewed  |
| 5 | RCR- Ability and Cost to Upgrade DVR  | In-process-email sent |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. **Jared/DPW**

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Status** |
| 1 | Street sign on Cushman Street to be installed | Not Started |
| 2 | Obtain recommendation for charges for fire suppression annual fee | In process |
| 3 | Lead Service Line Inventory | In Process |
| 4 | Submission of CHIPS reimbursement for street repair/sealing  | In-Progress |
| 5 | Painting of parking lines for municipal parking spots | In-progress |