

# VILLAGE OF NEW BERLIN

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13 S Main Street  
PO Box 280  
New Berlin, NY 13411

Telephone: 607-847-6389  
Fax: 607-847-9865  
Email: [vgnewberlin@stny.rr.com](mailto:vgnewberlin@stny.rr.com)

## **Board Meeting Minutes for May 13, 2025**

**Call to Order:** 6:29 PM

### **Roll Call**

Mayor Peter Lennon – Present

Deputy Mayor/Trustee Dave Smith – Present

Trustee Kelly Banks – Present

Trustee Jim Crawford – Present

Trustee Maryellen Canuel – Present

### **Attendance**

Deputy Clerk/Treasurer Kathryn Dunham

Fire Chief Jared Hanslmaier

DPW Working Supervisor Jared Kline

Others in attendance: Brian Skidmore (B&L)

Dave Smith made the Motion to approve the Minutes of 8 April 2025 Minutes and 28 April 2025 Special Meeting. James Crawford seconded. All voted YES to approve.

### **Fire Department Report**

In addition to this month's report numbers, Jared Hanslmaier updated the previous numbers. Also, the report now contains an UTV/rescue trailer usage line to track that item's usage. The Fire Department gained two members since the last meeting and now has a total of 42 members. Dave Smith will be seeking formal approval for up to use up to \$2,500.00 from the operating budget for small, unprogrammed purchases at the upcoming Harrisburg show. This will be addressed and voted on later on in the meeting.

### **EMS Report**

Pete advised that there was a significant increase in missed calls in April. There were actually more missed calls than billable transports. This was due to a temporary lack of medics and drivers. Rick is scheduled to be at the Town of Pittsfield Board Meeting. We discovered in reviewing a new MultiMed report (the "Call Log Mileage Report- which shows the actual point of trauma/pick-up") that there has been an issue with billing reports that has caused most calls occurring in the Town of New Berlin and the Town of Pittsfield to be charged against the Village of New Berlin. Although this does not impact the finances- the payment/reimbursement for these calls comes directly to the Village rather than passing through the respective towns- it does skew the call and figures that are tracked by the State Dept of Health. It also presents an artificially low picture of call support to both the Town of New Berlin and Pittsfield. We are researching whether this is a software problem or a training shortfall. In addition, we will be using these mileage reports as a second check

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against the PCR call reports (generally very accurate) as a secondary check to the monthly call histories we provide the Towns of New Berlin and Pittsfield. We will be updating the proposed contracts with New Berlin and Pittsfield. Personnel actions to be covered in new business.

## **DPW Report**

Jared Kline advised us that Kodye is out of work for a broken thumb (not a work injury) for 5 weeks, so the team is temporarily down to 3 active personnel. They have been busy mowing, trimming, and clearing brush. The team replaced the Village portion of the water line on 62 North Main with a copper line. Pothole repairs will begin soon.

Jim, Jared and Pete informed everyone that the Hometown Hero banners/flags will go up later this week. We were planning to team up with the Town of New Berlin but may not be able to since Kodye is out. There are approximately 30 more banners for VNB and 7 more for TNB. Preliminary indications are that banners are programmed against all but one usable NYSEG pole; therefore, this is likely the last year that applications will be accepted for conducted.

Jim asked how often the outside perimeter of the ballfield is cut— Jared informed him that it is approximately once a week.

Jared advised that they have used 52 yards of topsoil and 6 or 7 bags of seed in the cemetery for spring repairs. It was mowed and trimmed in almost one day (record time). Maryellen and Kelly remarked that they did a wonderful job on the back of the Rotary pavilion.

Jared advised that there are three trees on Maple Street that are severely damaged by bugs and woodpeckers and will need to come down. He has received quotes from Harringtons and Howling Tree, LLC.

Jared informed us that he is waiting on quotes for road surfacing. Pete advised that there has been an increase in the State Budget for CHIPS, but the final number is not known yet. Jared remarked that we need to continue to submit for CHIPS reimbursements to generate a more substantial future funding stream. The DPW can borrow some equipment from the Town of New Berlin. He also said that we need to sign to have Auctions International come down to list the sweeper for sale as scrap. The parking and traffic control signs are in, but they are green instead of blue.

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Jared informed us that there was a lot of graffiti, trash and minor vandalism at the park. Pete informed everyone that Dave Kaminski has the footage but has not been able to fully engage in this issue as he has been out sick. Lisa Pearsall has contacted some of the parents of the offending children.

Jared advised that there has been a trash dumping issue. The Town of New Berlin Police were called and Lisa P responded. Charges to be brought on the violator.

Jared informed us that there was a \$732.00 bill for multiple new mower belts. The quality of the belts has decreased dramatically (so he increased the order so there is a small reserve). The cost per belt has also increased due to tariffs as they are manufactured outside the United States.

The Hoffman bill for cleaning the catch basins is much higher than quoted. Jared did call them, but they will not reduce the bill. Jim will follow up with a call to Hoffman.

Jared advised that the long truck is blowing blue smoke on startup. Oil is getting into the heads. Jim advised that Tony, who now works for the Town, can be consulted for such mechanical questions.

## **Grant Status**

- a. Drinking Water Infrastructure Funding Update from Brian Skidmore of Barton & Loguidice: See B&L Agenda. The first design workshop was at the end of April. There has been significant cleaning up of drawings and refining the layout. Wetland boundaries have been added to the plans. While the plan doesn't cross wetlands, they may hit some buffer areas. Directional drilling is likely required in some areas (particularly the center of the Village) and will have to be coordinated with DOT and/or DEC. Enough layout has been completed to start talking with DOT. Identified underground channel/stream areas requiring box culverts. The surveyor missed a few spots and will return to resurvey. Summer interns from Barton & Loguidice are to come on soon and will be assigned drawing the easements on the plans. We will need an easement-related meeting with the Village attorney, surveyor, B&L and the Village reps prior to June Board Meeting; if necessary, this can be done via Zoom. Pete will coordinate David Merzig's participation. Brian will reach out to Heather Warren, the Surveyor. Pete discussed the mechanism if there are refusals to sign easements agreements- Brian explained that there are some options, including the most time-consuming which would include eminent domain.

The soil boring locations are nearly finalized: We should expect to see the boring plan in June. Tree interference was discussed at the April Workshop.

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Regarding the Water Treatment Plant, proposals are coming in from two different manufacturers. A third manufacturer was consulted, but dropped from consideration as they didn't return what B&L was looking for.

Chenango County Environmental Health informed us that it is okay to decommission the third well, but the state will need more detail. Jared will provide scanned usage reports to B&L. B&L will create an addendum to propose abandoning the well. This should lower the overall project cost and future O&M cost.

EDU Numbers: B&L needs to borrow the water books for further calculations to include updated calculations.

SRBC: Pete advised that the first 10 drive-by capable meters have been received and the balance is being shipped to EJP in the coming weeks. Tariffs increased the meter price by 15%. We will likely do more installations ourselves to keep costs down under the grant reimbursement threshold. We are waiting on an invoice from EJP for meters and will need Board review of price increases. Pete will submit an extension request to SRBC (to support delayed installation) and a request to accommodate the anticipated price increase.

CDBG: Pete advised that the Village would need to do a Pro-Housing Community resolution to qualify. He also advised Brian (B&L) that we need more information before the Board can consider G&G's proposal to assist with the submission for both Pro-Housing and CDBG. Brian informed us that a public hearing is required. We need to pass a resolution and put in the notice with specific language. Brian will get information about what Edmeston is doing and pass it on to Pete.

Rural Development Grant: Kathryn to check for an email from Carley Parker with the form to fill out for balance sheets.

Resident Project Representative (RPR): Jared to reach out to Lyle. Pete received a statement of interest from a retired engineer, Jim Mullin. The RPR, who would start in the spring of 2026, would be paid as part of the B&L suite of sub-contractors and be included in the statistics of the MWBE contractor.

- b. ARPA Submission: Pete informed the Board that the April 2025 report has been submitted for this reporting year. Of approximately \$101,000 (\$50K received in both 2021 and 2022) that was to be used for the water project essentially all has been spent/committed: The unused/uncommitted balance is \$57.63. (All monies had to

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be committed by December 2024.) The contract has also been pre-paid for next year's required report.

- d. SAM Registration: Pete advised that the annual re-filing in this program which enables the Village's participation in the Federal grant system has been completed.
- e. SAMS Grant Update: Pete advised that DASNY has asked for a final submission for expenses for the new Firehouse/Chobani Center. The submission should not include any land procurement, insurance, and contractor mobilization costs. It should be relatively easy to produce approximately \$150,000.00 in costs. Pete expects to complete the report by the end of the week which should trigger a Grant Distribution Agreement and allow the Village to submit for reimbursement.

## **Committee Reports**

- a. CD Loan Committee: Maryellen advised Kathryn that she needs to email the monthly report to Tony two days ahead of the Board Meeting. Pete advised that a new loan is ready to be disbursed.
- b. Community Events Committee: Regarding the Memorial Day Parade, Kelly advised that we need a sound system. Jared suggested Rex Smith as a good contact and will give his number to Kelly. Maryellen will ask St. Theresa's Church about their system. Pete will work with Dave Kaminski for parking/drop-off and line-up sites. Kelly advised that the parade order is set. Kelly informed that Curtis Lumber is doing drinks, and The Columbus Public House is making chicken by preorder and Chobani is offering yogurt drinks. Kelly advised that the yard sale will be on June 21<sup>st</sup> along with a fund-raising chicken fundraiser.

## **Commissioner Reports**

Maryellen informed everyone about the estimates for roofing: S&S Roofing, \$55,000.00 for entire roof; Clapper, approximately \$40,000.00, but it doesn't mention prevailing wage. Jim explained that the prevailing wage depends on the company structure. Employees are paid the prevailing wage; 20% or more owners do not have to pay themselves the prevailing wage. The third estimate was JML. The question was raised; do we want to do the whole roof or just the bad part? Michelle Priola says it is not leaking yet. S&S suspects the roof is leaking, but it is not visible from inside yet. Maryellen has experience with S&S and said they did good work. S&S will reattach the gutter after doing the roof. We need board approval tonight so we can get the roofer booked. We will have to put down 50% when booking. We have budgeted \$25,000.00 for roofing.

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Maryellen informed everyone that 607 Painting is waiting on the weather to begin painting. She is also waiting for the vandalism issue to be addressed before fixing the gazebo.

Regarding the employee manual, Maryellen advised that we need to finalize a general policy. We are waiting for the revisions to the EMS policy from Pete. Pete advised that we need to put a date for finalizing a general policy.

Pete informed everyone that Dick Ackerman is stepping away from many of the functions he has performed for Dakin Funeral Home. St. Andrew's is not sure how they are going to manage their cemetery. St. Andrew's has asked if we would consider Village of New Berlin to dig graves in their cemetery as well. Jim responded that the DPW is too busy at this time.

Betsy Baio will be in soon to coordinate with Jared and purchase all or a section of an unnamed section of Fairview Cemetery.

Dave advised that the Board Members should have new emails. If you have any questions, ask Dave. Kelly advised that new and old emails are currently listed on the website.

Dave is working on getting a new laptop for DPW.

Kelly will be meeting on Monday at 9:00 AM in regard to the Summer Program. Breakfast and lunch are moved to the library. Given the change in breakfast hours and location, we are not sure how much time will be available for the Village's program.

Kelly asked about a playground inspection and is waiting for a call back. Jared informed us that we need fourteen yards of pea stone put in to get to 8 inches of depth. The Board discussed who does the inspection- it was determined that NYMIR will identify an inspector.

Parking lot lines will be discussed more at a later date.

Pete advised that lead service line reports are on-track with our next report to the Dept of Health due in September.

## **Old Business**

- a. Website Update. Board/office personnel photos complete. Photos of businesses added. We want to add a list of businesses. The calendar is updated except for Chobani Center. Kelly will Chobani rentals for the next couple of months, then the office will take over updating the calendar. The Meeting Minutes are posted up to date now.

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- b. Spectrum Service Update. Maryellen advised that it is done except for getting an office cell phone.
- c. Sale of village property on Moss Street: Done per Maryellen.
- d. Term hire for cemetery landscaping: Pete is hoping to appoint Susan Capitelli with a maximum of 19 hours per week. Susan needs to check on some financials and will get back to us soon.
- e. Prorating water charges: Pete asked how do we prorate? Dave advised that we have had requests for exceptions but never granted any exceptions. He said that it should be 30 days or less, shut off fee and one-third of the minimum charge. Any shutoff after the 30-day point in the quarter will incur the full quarter charge of \$80 and shut off fee. All agreed.
- f. Back billing of charges for DPW's performance of property owner maintenance: Pete suggested a warning letter for extremely high lawns and that we need to consider doubling our rate for both lawn mowing and snow shoveling both as a deterrent and in the name of Village Health & Safety. Both Jim and Jared proposed \$150.00 per mowing. All agreed. Pete advised that we also consider tripling the shoveling rate as well since, during a storm, the Village does not have the manpower to clear areas that are the resident/property owner's responsibility. Again, the board agreed that the current rate of \$50 should be raised to \$150.00. Dave made the Motion and Maryellen seconded the Motion. ALL voted yes to approve.
- g. Municipal Clock Update. Pete advised that the parts will be coming in. He is not sure if there will be issues with NYSEG. There may be further damage to the roof area.
- h. Donation of Property on West Street: Pete has not heard from Steve Gage yet. He will contact him. Two properties to be donated.

## **New Business**

- a. Approval of new EMS providers (Skylar Bass and Brian Beadle) and Driver (Alex White): Pete informed everyone that Skylar scored extremely high at the County level and would likely do well on the State Exam. New ALS and BLS list released yesterday. Skylar will not be on that list which will limit her hours to 19 (as she would have to be hired non-competitively until the next list comes out in a couple months). Dave Smith made the Motion to approve this, Maryellen seconded. All voted YES to approve.

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- b. Revitalizing the Village Tree Program: Maryellen explained about the application process. Pete showed an example application. Maryellen advised that the trees are provided through the Grant. The number of trees available each year is limited (historically, it's been about three trees per year). Bob Slavicek, a retired forester, is the primary point of contact. We want to use this program in conjunction with the water project since we must take trees down for that. Maryellen will send an application to Kelly for the website posting.
- c. Actions to become designated as a Pro-Housing Municipality: Pete advised that we need to take action in the June Board Meeting. Maryellen asked if we need a Public Hearing for this. Pete advised no, but we need a public hearing for CDBG. It would be good to partner with Greater Opportunities for Broome & Chenango in this effort- Their leadership was receptive to such a partnership.

## Extra items not on the agenda

Hoffman Excavating bill: Jared talked to them, but they will not budge. The Board agreed that we would pay if Jim had no luck in renegotiating, but that we would not use them again.

Pete advised that we need a date for the June meeting via Zoom with Merzig. We would prefer to do it during lunch hour. Pete will ask Merzig for his availability.

Pete advised that we need to set a date for the public hearing for CDBG in July; prior to the June Board Meeting at 6:00 PM. Pete will be gone on June 10<sup>th</sup>. Do we want to change the meeting date to the 11<sup>th</sup>? All voted YES to be available on the 11<sup>th</sup>. Kelly will post it on the website. The Board then realized it is CPR training that night, so the meeting will be changed to the 12<sup>th</sup>.

Pete advised that we also need a date for the employee manual review. Maryellen replied that we can do it at the board meeting if the board members review it ahead of time.

Dave advised that select Fire Department members are going to the Harrisburg show and that they usually buy small, unprogrammed items at this event. They are looking for extraction gloves, ten pairs; new vests; new ax and halogen bar; cones; fittings for truck 252 and a set of fire rated cable cutters. They are expecting to spend approximately \$1,500.00 but want approval up to \$2,500.00 in case they find further deals. Dave motioned to approve spending up to \$2,500.00. Maryellen seconded. All voted YES to approve.

Maryellen advised that we need approval for roofing cost to book roofer. Maryellen made the motion to approve spending up to \$55,000.00 on roofing costs. Dave Smith seconded. All voted YES to approve.

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Pete informed everyone of the June 11<sup>th</sup> Community CPR training at the Chobani Center. Training will be done by Rich Nower. This is part of the overall EMS training package.

Maryellen made the Motion to approve the Harrington Contract to remove trees in Greenwood Cemetery for \$2,500.00. Dave Smith seconded the motion. All voted YES to approve.

Resolution to approve abstracts: This was read by Maryellen. Pete requested that we also include in this approval payment of the EJP bill for water meters. This would enable us to pay the bill when the meters and invoice arrive in the coming days and accelerate the submission of invoice and cancelled check for SRBC reimbursement prior to grant expiration. Maryellen made the Motion to approve Resolution 2025-9 as amended. Kelly Banks seconded the motion. All voted YES to approve.

Jared Kline left the meeting at this time.

Treasurer's Report: Kathryn is waiting on Cwynar to input the budget into Quick Books Online. It is to be done by the first week in June for both Fiscal Years 2024-2025 and 2025-2026. Pete suggested having Cwynar come over in July so we can discuss contract expectations/execution for the remaining months of this contract period and items to consider for the next contract period.

Dave Smith made the Motion to enter into an Executive Session at 8:49 PM. Seconded by Jim Crawford. All voted YES. Dave Smith made the Motion to exit the Executive Session at 9:17 PM. Maryellen seconded the motion. All voted YES.

Jim Crawford made the Motion to approve Rachael Monday's resignation. Seconded by Maryellen Canuel. All voted YES.

Mayor Lennon made the Motion to Adjourn. Jim Crawford seconded the motion. All voted YES.