**DRAFT**

**Board Meeting Minutes and Public Hearing for July 8, 2025**

**Public Hearing:** Mayor Lennon Declared the Public Hearing Open at 6:00

 Mayor Lennon summarized the purpose of the Public Hearing as follows- to hear public comments on the Village of New Berlin’s community development needs as they relate to the proposed Drinking Water Improvement Project, and to discuss the possible submission of one or more Community Development Block Grant (CDBG) applications for the 2025 program year. The Village of New Berlin is applying for $2,000,000 in CDBG funds for the Village Water Improvements project, consisting of the upgrade of either two or three wells, water treatment facility improvements, storage tank upgrades, and transmission and distribution water main replacement.

See attached attendees list.

.Mr. Brian Skidmore from Barton & Loguidice, provided further information on the CDBG program as well as an update (with map overlays) on the water project. An area of focus was water flows at various hydrant locations, particularly those portions of the Village where the current flows are below State fire-fighting requirements. While there were some general questions from the Fire Chief, Jared Hanslmaier, there was no further public comment. Mayor Lennon closed the Public Hearing at 6:30.

**Regularly Scheduled July Board Meeting**

**Call to Order** 6:31

**Pledge to Flag**

**Roll Call**

Mayor Peter Lennon – Present Deputy Mayor/Trustee Dave Smith-Present

Trustee Kelly Banks – Present Trustee Maryellen Canuel – Present

Trustee Jim Crawford – Present

**Attendance**

Deputy Clerk/Treasurer Kathryn Dunham

DPW Working Supervisor Jared Kline

Fire Chief Jared Hanslmaier

Tony Canuel – CD Loan Officer

**Others in Attendance**

Carolyn Chryst (Farmer’s Market)

Brian Skidmore of Barton & Loguidice

 Maryellen made the Motion to approve the Minutes of 2 June Special Meeting, 12 June Monthly meeting and 26 June Special Meeting. Kelly seconded the motion. All voted YES to approve.

**Public Concerns & Visitors**

a.Carolyn Chryst provided a bit of the history of the Village of New Berlin’s Farmer’s Market- focusing on the previous usage of the “green space” and subsequent move to the Chobani Center, where attendance/participation has since dropped. She was interested in the potential use of Hyde Park: After her research, there appears to be no clear regulatory guidance at the local or states on use of public parks for Farmers Markets. There was some discussion regarding insurance issues (such as event insurance), both private and village level- the Market’s insurance is currently under Carolyn’s policy. Pete will research the potential impact on Village insurance of holding future markets at Hyde Park and the Board will discuss it further at the August Board Meeting.

b. Pete addressed the need to establish a certifying officer for environmental review and a fair housing officer both of which are required elements for favorable consideration in competing for a Community Development Block Grant by the State of New York. Brian Skidmore advised that the Board must appoint, by resolution, a certifying officer (usually the mayor) for environmental review and a fair housing officer. Once that appointment is made, the fair housing officer must attest to the absence of past or pending claims dealing with the issues of fair housing.

**Fire Department Report**

Fire Chief Jared Hanslmaier informed everyone that there were 17 calls for the month of June, including the flooding at Hunt’s Pond with two boy scouts needing assistance, fires in Sherburne and Edmeston. He discussed the mileage regarding all these calls. The Fire Department has received a $500.00 grant for gear. They will need replacement for a length of hose that is badly damaged- this will required the declaration of the existing hose as junk and the purchase of replace hose- to be addressed under New Business. He also provided a “heads-up” testing certification that will be coming due: 1) An annual pump, not been conducted for the last 4 years, Jared H will get prices for the test and certification services. 2) Ladder testing will be done soon. The ladders are getting old and may need replacement.

They will also need quotes on additional gear. The Fire Department is offering a training class at the station (rescue technician basic). It is a state class for members – done through a grant. The county does not have a rescue team, so this will be beneficial for the community. Jared would like to host more classes. They will be holding a fundraiser for 911 signs for homeowners ($20.00 per sign). Jared reported that the FD has 40 members with 20-25 being active.

**EMS Report**

Since Rick Baker was not in attendance, Pete advised that he had just made a presentation at the Pittsfield regarding the proposed renewal of the 6-month contract between NBAS and the Town of Pittsfield; He anticipated a decision on that renewal within the coming hours. He also stated hat call and billable numbers are lower for the month of June. We have made major progress in regard to matching pick up locations against the billed agency- this was a record-keeping/billing issu, not an operational or financial issue. We have worked with the regional administrator to identify the source of the mis-matching and have conducted a class to ensure providers enter the correct information on the Patient Care Report (CPR) submission platform going forward. We will also be retooling of the spreadsheet to be more reflective of calls by serviced areas. We continue to seek staffing increases, particularly with drivers. The Jnumbers have been up the last few weeks, and a new driver has been approved.

**DPW Report**

Jared Kline reported that the crew has been busy with maintenance of grassy areas Village-owned and repairs and upgrades of the water-line infrastructure. There was some discussion regarding the short-term usage (rental) of a Street Sweeper. Jim and Jared will continue to pursue these options and present to the Board at the August meeting. Jared Hanslmaier and Jared Kline will coordinate a demonstration of a new style hydrant that could be called out in the specs as part of the water project.

**Grant Status**

1. Grant update – Amplifund: The baseline data required for reimbursement for the procurement of the meters has been submitted to SRBC- this is approximately $130,000.00. The total grant (with a 10-percent Village match) for procurement and installation of the meters has been increased and is now in excess of $200.000. The grant reimbursement period has also been extended to Dec 31 2027.
2. SAM Grant Update. All submitted a few weeks ago. The finance accounts payable department contacted Pete – they need bank statements( to accompany the invoices and cancelled checks) and a bit more clarification on a couple of the submissions before reimbursement checks can be issued.

**Committee Reports**

1. CD Loan Committee. Tony informed everyone that there are 10 active loans, totaling $105,743.61. There are zero loans in process and zero pending loan applications. We have $138,905.71 available for lending (most of this is in the IntraFi account with 4.5% interest; $5,793.00 is in the operative checking account. Tony will reach out to the committee for other possible applicants.
2. Community Events Committee. Kelly did not have any upcoming community events to report on- she will address the Summer Youth Program separately. Thank you notes have been mailed to those partners for those who supported the Easter Egg Hund, Environmental Day and Memorial Day events. She did suggest that the Board consider a Halloween flashlight candy event at the field. It will be discussed further at a later time.

**Commissioner Reports**

Summer Youth Program – A flyer has been published and the team has been assembled. There have been no formal inquires from children or parents at this time.

Playground Inspection – Kelly reported that the inspection was done. The report will be available shortly.

Pete reported that the cameras are working at the park. We will soon have one at the the intersection of Main and Genesee , DPW barn/ firehouse area and in the area of Green/Railroad Street.

Maryellen reported on the painting of the library is still pending due to weather-related backlogs for “607 Painting”. Scheduling of the roof work will require coordination with the solar panel company. She will continue to contact them.

Jared Kline left at this time.

**Old Business**

1. Website Update.-Kelly informed us that the website is updated along with the calendar. Jared’s new laptop has arrived but is not set up at this time: it should be done later this week.
2. Spectrum Service Update. Maryellen reported that Spectrum is all finalized with the exception of one number. She is requesting credits until they straighten it all out. We are awaiting an update on the cell phones.
3. Sale of Village Property on Moss Street – Maryellen will contact David Merzig for a progress update.
4. Municipal Clock Update. Pete informed us that they have built a new frame for the clock itself and will install it in the next couple of weeks.
5. Recording of Village Meetings. Kathryn reported that it is on the list with a detailed review with Dave to be scheduled soon.
6. Chase Memorial Update. Jason will present conceptual renderings at a future Board meeting. Dave Merzig has given us a few things to consider – a level of property appraisal, and a public hearing prior to any decision to transfer the parcel.
7. Sinkhole Behind the Pharmacy. Maryellen will be discussing this issue with Jared to move forward with it.

**New Business**

1. Pete advised the board that he had just received a text stating that Pittsfield will not by renewing the 6 month EMS contract: Effective immediately, they will be supported primarily by Otsego County EMS; NBAS will still provide support in accordance with the traditional mutual aid construct.
2. Pursuit of CDBG Application. As a follow-up to the public hearing, Dave read Resolution #12, Proposed Action: Village of New Berlin Water System Improvements Project. Environmental Review Certifying Officer. seconded by Jim. All voted in favor: Pete requested that someone read the read the resolution to appoint a village fair housing officer. Kelly read Resolution #13. designating the mayor as the Fair Housing Officer. Maryellen seconded this motion. All voted in favor.
3. Enforcement Officer Position. Pete reported that this position had been advertised. We have 3 applications for an Enforcement Officer. The Board members will conduct interviews and make a recommendation to the board at the next meeting. Kelly will recuse herself from the interview and voting process. Pete will not participate in the interviews.
4. Administrative Duties Position for NBAS. This will be discussed in an Executive Session at the end of the meeting.
5. Schedule Public Information Sessions/Easement Agreements for Water Project. We will try to schedule the first of these sessions with Barton & Laguidice for August 27th. We have a meeting with them on August 23rd.

Jim Crawford departed the meeting: 8:05

1. Resignation of BLS from NBAS. Pete reported that Ethan Makula has not performed any scheduled shifts lately. Pete sent an email to confirm his employment- no response from Ethan. With the board’s approval we will take the steps to terminate Ethan through the county. Dave made the motion; seconded by Jim. All voted YES.
2. Schedule Mid-Contract Review with Cwynar. We will coordinate a date with them; targeting the week of July 19th or 26th .
3. Future Village Office Hours. Kathryn reported that summer office hours will be “by appointment only” on every Wednesday. Kelly will post the notice of this new schedule on the website.
4. Replacement of Damaged Fire Truck Hose. Dave made the Motion to declare 50 ft. of Fire Department truck hose damaged, no longer operative, so it can be disposed. Maryellen seconded the motion. All voted YES.
5. Inspection of Pumphouse. Pete inquired if this was a valid inspection as this pumphouse is no longer in use. The bill in question is $40.00. Maryellen will pull this bill and speak with Jared Kline about it.
6. Resolution No. 2025 – 11. Maryellen read Resolution approving the payment of vouchers. General Fund - $18,679.00, Water Fund - $1,087.75, EMS Fund - $3,125.59, Water Project Intra Fi - $37,203.20 with a total of $60,096.53. Be it RESOLVED that the Village of New Berlin Board of Trustees hereby approves payment of the aforementioned bills for payments. Maryellen made this Motion to approve, seconded by Dave. All: YES
7. Treasurer’s Report. Kathryn reported that the water bills have gone out. The first month of collecting village taxes is done; the 5% late fee for taxes has started. Cwynar is working on our financial report.

Executive Session: Maryellen made the motion to go into Executive Session regarding personnel issues- 8:15 Dave Seconded; All voted in Favor:

Maryellen made the motion to come out of Executive Session at 8:30; Kelly seconded: All voted in Favor.

Dave moved to adjourn the Meeting: Maryellen seconded- All voted in Favor- Meeting adjourned 8;32 PM