

VILLAGE OF NEW BERLIN

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| 13 South Main St PO Box 280 New Berlin, NY 13411 | Telephone 607-847-6389 Fax 607-847-9865 Email vgnewberlin@stny.rr.com |
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Public Hearing Minutes

July 8, 2025

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

See attached attendees list.

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 Improvement 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.

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 design. An area of focus was water flows at various fire 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.

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Regularly Scheduled July Board Meeting Minutes

Call to Order 6:31

Pledge to Flag

Roll Call

Mayor Peter Lennon – Present
Trustee Kelly Banks – Present
Trustee Jim Crawford – Present

Deputy Mayor/Trustee Dave Smith-Present
Trustee Maryellen Canuel – Present

Attendance

| | |
|---------------------------------------|--------------------------------------|
| Deputy Clerk/Treasurer Kathryn Dunham | DPW Working Supervisor Jared Kline |
| Fire Chief Jared Hanslmaier | Tony Canuel – CD Loan Officer |
| 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 state level on the 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 those appointments are made, the fair housing officer must attest to the absence of past or pending claims dealing with the issues of fair housing.

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Fire Department Report

Fire Chief Jared Hanslmaier reported 17 calls for the month of June, including the flooding at Hunt's Pond with boy scouts needing assistance, and fires in Sherburne and Edmeston. He discussed the mileage for 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 require the declaration of the existing hose as junk and the purchase of replacement hose (to be addressed under New Business). He also provided a "heads-up" regarding 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 Department has 40 members with 20 to 25 active.

EMS Report

Since Rick Baker was not in attendance, Pete advised that he had just made a presentation at 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 that 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 issue, not an operational or financial issue. We have worked with the regional administrator to identify the source of the mismatching and have conducted a class to ensure providers enter the correct information on the Patient Care Report (PCR) submission platform going forward. We will also be retooling the spreadsheet to be more reflective of calls by serviced areas. We continue to seek staffing increases, particularly with drivers. The numbers have been up in 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 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 them to the Board at the August meeting. Jared Hanslmaier and Jared Kline will coordinate a demonstration of a new style fire hydrant that could be called out in the specs of the water project.

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Grant Status

- a. SRBC update: 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.
- b. SAM Grant Update: This was 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

- a. 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 4.05% interest; \$5,793.00 is in the operational checking account. Tony will reach out to the committee for other possible applicants.
- b. 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 who supported the Easter Egg Hunt, Environmental Day, and Memorial Day events. She suggested that the Board consider a Halloween flashlight candy event at Fish Field. It will be discussed further at a later date.

Commissioner Reports

Summer Youth Program – A flyer has been published, and the team has been assembled. There have been no formal inquiries 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 intersection of Main and Genesee, DPW barn/ firehouse area and in the area of Green/Railroad Street.

Maryellen reported that 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.

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Old Business

- a. 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.
- b. 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.
- c. Sale of Village Property on Moss Street – Maryellen will contact David Merzig for a progress update.
- d. 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.
- e. Recording Village Meetings. Kathryn reported that it is on the list with a detailed review with Dave to be scheduled soon.
- f. 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.
- g. Sinkhole Behind the Pharmacy. Maryellen will be discussing this issue with Jared to move forward with it.

New Business

- a. Pete advised the board that he had just received a text stating that Pittsfield will not be 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.
- b. 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. Jim seconded. All voted in favor. Pete requested that someone 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.
- c. 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.
- d. Administrative Duties Position for NBAS. This will be discussed in an Executive Session at the end of the meeting.
- e. Schedule Public Information Sessions/Easement Agreements for Water Project. We will try to schedule the first of these sessions with Barton & Loguidice for August 27. We have a meeting with them on August 27.

Jim Crawford departed the meeting: 8:05

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- f. 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 steps to terminate Ethan through the county. Dave made the motion; seconded by Jim. All voted YES.
- g. Schedule Mid-Contract Review with Cwynar. We will coordinate the date with them; targeting the week of July 19 or 26.
- h. Future Village Office Hours. Kathryn reported that summer office hours will be "by appointment only" every Wednesday. Kelly will post the notice of this new schedule on the website.
- i. 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 of. Maryellen seconded the motion. All voted YES.
- j. 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.
- k. 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
- l. 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 Annual Financial Report (AFR).

Executive Session: Maryellen made the motion to go into Executive Session regarding personnel issues- 8:15 PM; Dave Seconded; All voted in Favor.
Maryellen made the motion to come out of the Executive Session at 8:30 PM; Kelly seconded: All voted in Favor.

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