

September 9, 2025, Board Meeting Minutes DRAFT

Call to Order 6:30 PM

Pledge to Flag

Roll Call

Mayor Peter Lennon - Present

Deputy Mayor/Trustee Dave Smith – Absent

Trustee Kelly Banks - Present

Trustee Maryellen Canuel – Present

Trustee Jim Crawford – Present

Attendance

Deputy Clerk/Treasurer Kathryn Dunham

Fire Department – Shawn Patrick

DPW – Jared Kline

Brian Skidmore (B&L)

Anthony Canuel (CD Loan Officer)

EMS - Bryan & Matthew Whitaker

Accountants - Stan & Roman Cwynar

Nerissa Coan

Richard Noble & Lisa Serradilla

Maryellen made the Motion to approve the Minutes of 12 August Board Meeting and 3 September Special Meeting. Kelly Banks seconded the Motion. All voted YES to approve. Dave Smith absent.

Water Improvement Project:

Brian Skidmore, from Barton & Loguidice, presented the Drinking Water Infrastructure Update. They are prepping designs for review; working with DOT prior to formal design submission. They will be adding traffic control to design drawings. The next design meeting

will be on 9/24. Soil boring locations will be identified. The open house for easement signing was a few weeks ago. We will be having another easement meeting in November. A meeting for traffic impact control should be in January or February of 2026. There will be a meeting with DOH for well and tank improvements. There is no room for filter outside flood plain, so a backwash system was proposed as an alternative. DOH approved it. We discussed creating a second access hatch for the water tank. Brian asked to leave the top hatch as access, but no response yet from DOH. We will likely need to create another access point. The September workshop will be for 90% design of water mains and the October 22nd workshop will be for 90% design of wells and treatment. We will submit everything in November for regulatory approval on permits, DOT, etc. Pete and Brian Skidmore discussed the timing of funding. Regarding the easements, the Village office will retain the originals and provide copies to Barton and Loguidice. The Village attorney will file the easements with the County Clerk.

Annual Financial Report (AFR) Update by Cwynar:

Stan and Roman Cwynar were at the meeting. Stan informed us that they had to combine databases (QBD and QBO), so there might be mistakes. The General Fund was the most difficult, but it is complete. He discussed state aid and the CHIPS total revenue for the year to be \$789,000.00. It was his opinion that there are more expenses than income for FY 2024-2025, and more expenses than income planned for FY 2025-2026. This may impact the fiscal stress score. Pete will discuss the report with Fiscal Advisors, EFC dollars part of a Bill Grant to use first and EFC will prefinance RD. Regarding the EMS Fund, revenues increased along with payroll increasing greatly. It was a source of loss for the Village. The Water Fund made \$70,000.00-\$80,000.00 last year. The Capital Project Fund is not done. A Federal Grant in the amount of \$94,000.00 came in for the water project in October/November of 2024. There was a discussion of an adopted budget summary. We will have a meeting with Cwynar at their office on September 16, 2025. A report expected to be completed by the extension deadline of September 30, 2025, is almost complete.

Public Concerns and Visitors:

The West Street water line repair requested by Lisa Serradilla will be worked on. Jared Kline will dig it this week or next depending on the weather.

Fire Department Report:

Shawn Patrick reported that they had 19 calls for August. They have a new member in the department, a high school student. There is a Fund drive letter going out next month. The Harvest Dinner will be in November at the Chobani Community Center from Thursday, November 6th to Sunday, November 9th. The CPR/AED training will be on September 29th. This will include FD and EMS attendees. There will be extra seats open to the public. Pete informed us that the SAM Grant money came in. Dave Smith will work with the Fire Department as to where the funds will go. Maryellen informed us that the air duct on the compressor will be replaced by Jared along with the siding. Paving quotes will be obtained. Shawn told us that engines 251 and 252 had pumps serviced and repairs done. Four members have signed up for the county class. The training building and shed will be worked on and painted to match the firehouse.

EMS Report:

Pete informed us that there were 15 transports and 3 other billables in August. Five calls were in Pittsfield. Pete and Bryan Whitaker will be meeting with MultiMed billing service in the coming weeks. The Town of Columbus has requested a proposal for their meeting this Thursday, September 11th. Shawn invited Bryan to the monthly Fire Department meeting. Bryan is making progress during the administrator transition. He is working on a list of items to be junked and scheduling a crew to maximize their skills. He will be updating the Standard Operating Procedures. Scheduling is improving for the provider side, but we need to find more drivers. Bryan will work some administrative shifts to provide additional coverage for on-duty crews. He will be working with Kathryn on the financials. He is planning to meet with the New Berlin Fire Department on Saturday and will attend their next monthly meeting. He also met with local agencies, ToP FD, NBPD, etc. Having the rig at local events has resulted in positive feedback.

DPW Report:

Jared Kline reported that they have been very busy. There was some missed time due to injury. There has been a lot of road work and fixing things at the park. The mower is down, and White's is working on it. The town wants to borrow some equipment. They are trying to get in touch with a crack sealing company. The Village of Morris has asked for help, but we are too busy currently. The crew has signed up for a Water Course "d" License. Morrisville canceled those courses due to a lack of an instructor. They have signed up for a different course next month. Courses can only be taken in person. The tank inspection was done by Pittsburgh Tank. DOH inspection was yesterday and scored usual. We need a sweeper as

soon as possible. It is \$2,950.00 to rent the sweeper for a week (state contract rate). Kelly suggested that the speed limit sign needs to be replaced. Jared stated that they do have signs but need the time to install them.

Action Items:

- Street sign on Cushman to be installed
- Obtain recommendation for charges for fire suppression annual fee
- Lead Service Line Inventory
- Painting of the parking lines for municipal parking spots
- Playground repairs following the recent inspection
- Repair of air conditioning duct at the Chobani Community Center
- The West Street repair requested by Lisa Serradilla

Code Enforcement Report:

Kelly Banks read Brian Banks' report. Please see the report for further information. 17 Green Street is up for a tax sale.

Clerk/Treasurer Report:

Kathryn reported that she was out sick for a couple of weeks and is getting caught up. She will coordinate with Pete on Stan's questions for the Annual Financial Report (AFR).

Grant Status:

- a. SRBC Submission: We received the water meter reimbursement.
- b. CDBG Application: Pete advised that it was submitted on July 31.
- c. SAM Grant Update: Pete advised that the funds were received for the Firehouse/Community Center.

Committee Reports:

- a. CD Loan Committee: Tony Canuel read the CD Loan Report. A new application was received in early September. The Committee will meet on Tuesday, September 16th to review this application, discuss investment strategy and security processes.

- b. Community Events Committee: Kelly remarked that there is nothing new to report. We will schedule a meeting soon.

Commissioner Reports and Action Items

Building and Grounds/Maryellen:

Maryellen reported on the painting of the gazebo. It needs to be sanded first before any painting. It will be added to Earth Day next year. The solar lights for the park are skipped for now. The painting of the library/office is tentatively scheduled for September 30th. The solar panels are being put back on the library roof on October 6-9 and will not impact on the painting. The updated Employee Policy Manual for General is on hold as we are waiting for office edits. The updated Employee Policy Manual for EMS has been started by Pete. The exposed 2x4's in entryway of the apartments will be done the next time Charles is here. The damaged siding to the fire house was covered previously. The inspection and service of boilers at the firehouse is to be done. Access road ownership at 30 Moss Street will be done next week. The back apartment refrigerator repair needed a replacement part and we were not able to get it. Lowes is having good sales - \$600.00 for a new refrigerator. We are awaiting quotes for the firehouse driveway sealing.

DPW/Jim:

The audit of the Fire Department was skipped. The update process for burial preparation is on hold until the office and DPW have time. The updated Employee Policy Manual for General is on hold. In regard to the trash contract, Cindy started a new contract and will cancel Casella on Thursday, September 11th.

Fire Department/Dave:

Dave Smith was absent.

Youth/Kelly:

Regarding the EMS Employee Policy Manual for 2025, Pete has started the updates. DPW is working on fixes for the playground inspection requirements. It should be done by the end of the month. Kelly will reach out in regard to the Stewart Grant. She will gather all the receipts for the expenses for the Youth Program/county reimbursement.

EMS & Mayor/Pete:

The revitalization/urbanization plan is pending Board review. Pete will update around Thanksgiving. The draft EMS Employee Policy Manual for 2024-2025 for Board review will be submitted after Pete finishes the updates. The Village cameras are up at the park and the main intersection. The next one to be set up is Green and Genesee intersection and the water tank. The Town of New Berlin has one near Mirabito and will have one at Millbrook. The Village of NB will put a camera up near the DPW garage.

Old Business:

- a. Spectrum Service Update. Maryellen advised that she is working with a new representative, Curt. Two telephone numbers were not ported correctly and Curt is working on that issue.
- b. Cell phones for DPW & the Village Office. Maryellen stated that Curt gave an estimate for an app that creates a shadow phone on an existing personal device.
- c. Municipal clock repair update. Pete advised us that the clock is functioning, and we are waiting on some final work to be done.
- d. Recording of Village meetings. Dave and Kathryn are working on it.
- e. Chase Memorial Update. Pete and Jared met with the Good Shepherd representative and architect about utility and service questions. Preliminary renderings to come. They are interested in about 7.5 acres but may be interested in more. We are looking at modifying Grove Street to tie into the seasonal road.
- f. Mid-contract review with Cwynar. This has been scheduled for September 16th at 10:00 AM.

New Business:

- a. Quotes for a new salter for DPW. Jim Crawford informed us that it is stainless vs. poly. Stainless is slightly more expensive but holds value better. He recommended stainless with vibrator. The Motion was made by Jim for \$8,890.00 purchase of stainless salter with vibrator kit, seconded by Maryellen. All voted yes. Dave Smith was absent for this vote. The sweeper for DPW to rent – Jim made the Motion for rental of street sweeper for one week at the state contract rate. Maryellen seconded the Motion. All voted YES. Dave Smith was absent for this vote.
- b. New refrigerator for the back apartment. Maryellen made the Motion to buy an LG 20 cubic feet refrigerator from Lowes for approximately \$600.00. Jim seconded the Motion. All voted YES. Dave Smith was absent for this vote.

- c. Loan Resolution for Rural Development (RD) package: Maryellen Canuel read Resolution No. 2025-16. Maryellen made this motion to approve, seconded by Jim. All: YES. Dave Smith was absent for the vote. Pete advised that he would get further clarification on this process from Fiscal Advisors.
- d. Water tank inspection. This was previously discussed.
- e. Snow removal of municipal lot behind NBT. Pete advised that no parking will be allowed from 2:00 AM-6:00 AM during snow season on village streets. NBT has snow removal done at approximately 4:00 AM. We would like to modify parking hours for municipal lots. We will need a public hearing to modify Local Law 1 of 1999.
- f. November Board Meeting will be moved to Wednesday, November 12th.
- g. Set date for preliminary EMS Manual Workshop. October 29th.
- h. NYMIR training opportunities for required annual training. Workplace Violence and Sexual Harassment on September 18th.

Resolution to Approve Abstracts:

Resolution 2025-15. Kelly Banks read the Resolution and Made the Motion to approve. Jim Crawford seconded the Motion. All voted YES. Dave Smith was absent for this vote.

Executive Session:

Jim Crawford made the Motion to enter in Executive Session; Maryellen seconded the Motion. All: YES. Dave was absent from this.

Jim Crawford made the Motion to allow an office dog; Kelly seconded the Motion. All: YES. Dave was absent from this.

Motion to Adjourn:

Jim made the Motion, seconded by Kelly. ALL: YES. Dave Smith was absent for this.

Meeting adjourned at 9:07 PM.