

October 14, 2025, Board Meeting Minutes

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

Attendance

Deputy Clerk/Treasurer Kathryn Dunham

DPW- Jared Kline

Fire Department – Chief Jared Hanslemaier

EMS – Captain Bryan Whitaker

Anthony Canuel (CD Loan Committee Chair)

Carley Parker – Barton & Loguidice

Brian & Michelle Pinney

Matthew Whitaker (EMS candidate)

Maryellen made the Motion to approve the Minutes of 9 September Board Meeting and Special Meeting of 3 September. Jim Crawford seconded the Motion. All voted YES to approve. Dave Smith absent.

Water Improvement Project:

Carley Parker, from Barton and Loguidice, presented the Drinking Water Infrastructure Update. Please see B&L's agenda attached for details. The next scheduled Easement Meeting will be on November 19, 2025, 5:30-7:30 PM at the Chobani Community Center, 75 South Main Street.

Public Concerns and Visitors:

Brian and Michelle Pinney introduced themselves and their new business, BAM Bookkeeping, located in the previous Gates-Cole Building on Genesee Street.

Fire Department Report:

Jared Hanslmeier reported that in September, there were only 6 calls. In calendar year 2024, they had 119 calls, this year they are on track to have many more, including a lot more mutual aid: Monthly report is attached They are acting cautiously with aging vehicles. Hydraulic tools are getting serviced tomorrow, October 15th. The annual Fire Prevention presentation at the school is tomorrow, October 15th. It will be executed jointly with South New Berlin and the Town of Pittsfield. The Harvest Dinner will be on November 8th. The county has developed a plan for the upgrade of the radio system: The new devices will be a direct trade upon turn-in one old devices. The batteries for these devices are much more expensive and sensitive, so we will need radio holders (officers) to take care not to let the batteries die. Dave Smith and Jared have been working on a proposal for training. NBFD would like to send the officers (currently 3; with potential for 4) to a conference in Indianapolis April of 2026. They would like the Village to cover registration and travel costs- all other costs would be assumed by internal FD funds. The costs of travel and registration would likely require moving some money around in the current budget.

Maryellen reported that Blue Ox will service the boiler later this month. Only one bid was received for the driveway/apron area in front of the firehouse, approximately \$5,000.00. Jared Kline will get a measurement to replace the damaged panel on the firehouse portion of the building.

EMS Report:

Pete reported that the Town of Columbus Board has accepted the NBAS contract proposal for primary coverage of that portion of the town that is covered by New Berlin Fire District (\$23,500), to begin on January 1, 2026.

Bryan Whitaker reported on the Call Report for August and September. September had 16 calls: 12 within district 10 within the village and 2 within the town. There have been 12 calls, mostly transports, so far in October. They too will be doing fire prevention at the school in

conjunction with South New Berlin. Two non-certified drivers and two providers renewed CPR in September. EVOC class will be at the end of the month in Leonardsville, and both non-certified drivers will be attending it. A new set of Standard Operating Guidelines was completed and provided to the drivers and providers. He commented that they are fixing up and cleaning the station and beginning to identify excess equipment. Training files were created in the EMS office. Medical personnel files are to be established and maintained by the Village Clerk in the Village Office. PCRs now pass through Bryan for quality control before going to the billing company.

With regard to the monthly call report Pete reminded attendees that South New Berlin calls on the Chenango County side of the Unadilla are considered Town of New Berlin calls. South New Berlin calls on the Otsego County side are mutual aid calls.

Pete will be meeting with the Chenango County Safety and Rules Committee to discuss broader EMS coordination and the development of a strategic interagency plan.

DPW Report:

Jared reported that they spent essentially all last week in the cemetery. The last two weeks, they did 46 dig requests for soil borings, mostly very close to the water main. They received dig to support the borings for the water improvement project outside of the Village limits. Our locator doesn't isn't at a level to identify some of those lines, so DPW coordinated with NY Rural Water to identify the line locations. There was a near miss with a water main locate for NYSEG.

Mike Taranto and Mike Alishauskas' sidewalks are both done. The cost to go to the office for final billing.

They had to dig a piece of the main on Route 8/ South Main Street; that portion of main is in very bad condition.

The water samples for the year are almost complete. The water well inspection went as expected, no new problems. There is no date yet for the tank inspection.

We need to set a date for water hydrant flushing. Kodye and Nate will be gone at school next week to pursue their next level water licenses.

The crew has started cleaning up leaves on Village property. The playground equipment was power washed.

It will be about \$30,000.00 to replace the centerpiece of the playground equipment. Full repairs and replacement recommended by the inspector could cost as much as

\$65,000.00. Pete informed us that he is working on an application for a Chobani Legacy Grant that, if we were to be selected, could be used to repair and upgrade much of the playground and park overall.

Jared remarked that we need to plan ahead for re-paving New Berlin Heights and West Street after the water project. We can use CHIPS on materials. Jimmy suggested that we talk to the Town as they have a paver operator who could run a piece of rented equipment.

-The rented sweeper worked very well. There were 60 yards of material removed, and 30 catch basins cleaned.

-The new salter looks very nice.

-DOH wants confined space training for DPW regarding the water tank.

-Water was shut down at the ballfield. Jared couldn't access three rooms, so he could only drain Village side lines.

-A damaged piece of the retaining wall near NAPA is currently in the creek and will need to be removed.

-The jackhammer broke on the water main dig. We now need to buy a new bit.

Pete informed us that the West Street repairs are completed. We are working with the insurance company regarding the claim.

Action Items:

-Street sign on Cushman Street to be installed- No action this month.

-Obtain recommendation for charges on fire suppression annual fee- No new action this month.

-Lead Service Line Inventory— Pete and Jared will update the spreadsheet and submit to the State DoH— currently we believe we are ahead of most communities in our reporting.

-Painting parking lines for municipal parking spots- pending a larger discussion (to include public hearing) on parking

-Repair of air conditioning duct at Chobani Center- currently being worked.

Code Enforcement Report:

Kelly Banks read Brian's report. DPW mowed some of the lawns. Two of the properties with violations were recently sold at the tax auction- we need to allow the new owner a bit of time to address the identified issues. Grass is done growing, so the focus is on three properties with junk and debris.

Clerk/Treasurer Report:

-AFR Update

Cwynar is still working on the Annual Financial Report (AFR). We are starting to get some monthly treasurer reports put together. The water bills have gone out. We have had considerable amounts of people paying the water bills in person, and there have been some tax payments this month.

Kathryn has talked to a two accounting/bookkeeping firms regarding continued outsourcing of some of the financial duties.

Grant Status:

-SRBC submission: No change.

-CDBG application: Congressman Riley to advocate on our behalf. with the appropriate Housing Office in Albany. We should hear the results of the selection process in November.

Committee Reports:

-CD Loan Committee. The CD Loan Report was read by Tony. There have been no delinquent payments. Two new applications were recommended to the Board tonight. Nancy Gabrielsen has agreed to fill the position made vacant by Mike Dufresne- the board has been asked to vote on this during the New Business portion of the meeting. Tony thanked Mike for his service on the Board these past few years. There is one tentative application for next month. Updates for CD Loan Policies to be presented at the November Board Meeting.

-Community Events Committee. Halloween is coming up. Trunk or Treat and Flashlight Candy Hunt will take place on Friday October 31st at the top of School Street. We need to confirm the availability of parking. EMS and DPW will participate in Trunk or Treat. We are starting to plan the December 6th Christmas Tree Lighting Event.

Commissioner Reports and Action Items

Building and Grounds/Maryellen:

Painting of Gazebo – on hold

Solar lights for the park – on hold

Painting of library – Maryellen to speak to 607 Painting 15 October

Update Employee Policy Manual – General – on hold

Update Employee Policy Manual – EMS – scheduled for Wednesday 22 October

Exposed 2x4's in entryway of apartments – to be done next time Charles is here

Damaged siding at firehouse – discussed earlier

Inspection and service of boilers at firehouse – scheduled: Office/library boiler is also scheduled

30 Moss St. – access road ownership – complete

Back apartment refrigerator repair – complete

Firehouse driveway/apron sealing – discussed earlier

New item – need appraisal for property for further discussions with Good Shepherd regarding property Chase is interested in

DPW/Jim:

Audit of Fire Department – on hold

Update process for burial preparation – on hold

Firehouse driveway sealing – discussed earlier

Fire Department/Dave (absent):

Basketball court upgrade- on hold

Employee Policy Manuals for 2025 – EMS Manual Scheduled for 22 October

Youth/Kelly:

EMS Employee Policy Manuals for 2025 – 22 October

Playground Inspection – complete

Stewarts Grant – submission to be finalized with Pete this week

EMS & Mayor/Pete:

Emergency Operations Manual – need to schedule a subsequent meeting with Town, UVCS & SNBFD

Revitalization/Urbanization Plan no new action this month

Preparation of letter of support for the RR Society- on hold

Draft EMS Employee Policy Manuals for 2024-2025 for Board Review – 22 October

Update Village Investment Policy

Draft EMS Training Funding Policy – validated. Need to write utilization agreement.

There is roughly \$19,000.00 available from Columbus for EMS. We would like to put approximately \$15,000.00 towards a fly car: Further details to be presented at the November meeting.

Cameras in the Village – we are waiting on the one near the DPW barn. Other cameras are up and waiting to be powered on. The cameras at the four corners and Hyde Park are active and monitored by NBPD.

Old Business:

-Spectrum Service Update – Maryellen to call Curt

- Cell phones for DPW and Office – Cindy to get quotes

- Municipal clock repair update – Work identified in the initial scope of repair has been done except for clean up
- Recording of Village Meetings – on hold
- Chase Memorial Update – Pete will get an update on Thursday and arrange for a subsequent update from CEO of Good Shephard at the upcoming GSC Board Meeting
- Mid-Contract Review with Cwynar –Conducted 9/16 : Furher discussion to be conducted upon receipt of proposals from other services.
- Snow removal of municipal lot behind NBT-NBT's agreement has been signed. The definition of parking areas and allowable spots for overnight parking will be part of a larger meeting regarding parking at a future Board meeting/Public hearing.

New Business:

- Water tank inspection – Jared is scheduling it

Mike Alishaukas wants a secondary water service line. The board wants to charge tapping fee as well as a materials cost fee as the property already has a functional service line. We need a release of liability for not abandoning the original service line.

- EMS fly car – to be discussed at the November board meeting.

-New CD Loan Committee Member: Maryellen made the Motion to add Nancy Gabrielsen to the CD Loan Committee. Kelly seconded the Motion. All voted YES except for Dave (absent).

-CD Loan applications:

Kelly made the motion to approve the Davis application for \$13,500.00 and Coan application for \$25,000.00 with a waiver of mortgage lien requirement. Jim seconded the motion. All voted YES except for Dave being absent.

Jim made the Motion for BLS appointments up to 19 hours per week for Mark LaRue and Matthew Whitaker. Kelly seconded the Motion. All voted YES except for Dave (absent).

-SimpleTexting renewal – question raised – do we want to spend \$800.00 per year on this texting service. All present were in favor.

Jim made the Motion to approve the upcoming repair bill from Ted's for up to \$3,000.00. Maryellen seconded the motion. All voted YES except for Dave (absent).

Jim made the Motion for separate compensation of village attorney for actions related to proposed sale and transfer of village property to Good Shephard. Kelly seconded the Motion. All voted YES except for Dave (absent).

-Preferred Mutual would like permission to put one or two “giving cupboard/little free pantry”. Concerns from multiple board members about who would maintain it, and whether it would be used appropriately. The Board will hold further discussions upon Dave’s return prior to making a decision.

Kelly read the Resolution to Approve Abstracts. Maryellen seconded the motion. All were in favor except for Dave (absent).

Maryellen made the Motion to enter in Executive Session (if needed). Kelly seconded the Motion. All were in favor except for Dave (absent).

Maryellen made the Motion to exit Executive Session. Jim seconded the Motion. All were in favor except for Dave (absent).

Kelly made the Motion to adjourn the meeting at 9:05 PM. Jim seconded the motion. All were in favor except for Dave (absent).

Reminder: The November Board Meeting is moved to Wednesday due to Veteran’s Day.

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