

**VILLAGE OF NEW BERLIN**

**January 14, 2026 Board Meeting Minutes**

**Call to Order:** 6:30 PM

**Pledge to Flag**

**Roll Call**

Mayor Peter Lennon - Present

Deputy Mayor/Trustee Dave Smith – Present

Trustee Maryellen Canuel - Present

Trustee Kelly Banks – Absent

Trustee James Crawford – Present

**Attendance:**

Deputy Clerk/Treasurer Kathryn Dunham – Present

Jared Kline – DPW Supervisor

Jared Hanslmaier- Fire Chief

Richard Noble

Allan Hunter

Maryellen made the Motion to approve the Minutes of December 9, 2025, seconded by Jimmy Crawford. All voted YES to approve. Kelly Banks – absent.

**Public Concerns and Visitors:**

Richard Noble thanked DPW for finding his wife's traffic cones, and that she was very happy about it.

**Water Improvement Project:**

Brian Skidmore, of Barton and Loguidice, reported remotely as his daughter was sick at home. He sent the Board an updated memo prior to remotely entering the meeting. He

reported on the meeting of January 7, 2026. "We submitted the water main plans back in November and did hear back from both Rural Development and the Department of Health. RD has started their review along with the Department of Health, this is the next project after the one that he's reviewing right now, so, we should be starting to get comments on that within the next couple of weeks. There were also some work zone traffic control plans like some site-specific staged traffic plans for the main intersection and traffic signal that we've been working on. Those are complete and just waiting to be stamped by the PE, the engineer of record and those should be submitted to DOT any day now. We will be reviewing those in a few weeks when we have our next workshop. This will be a discussion on work zone traffic control, pedestrian access, parking issues and general construction impacts. We anticipate having a public information meeting in late February or March to present these to village residents, as well as an update on where we are at with the funding." Pete inquired about including the traffic flow and parking feedback from the Jan 28th meeting in that. What does it do if in fact we delay in the submission on that to DOT? Brian responded that he doesn't think it makes a huge difference, so if we would rather hold off on that until we have a chance to look at that and comment on it. Pete asked the Board for input that they could provide as we are talking about a week's delay. Maryellen asked Brian if there was a risk if we delayed. Brian commented that the only risk is that it just pushes back their review a couple of weeks. He didn't think DOT usually reviews things quickly. Part of the critical path of the project at this point is regulatory reviews and permits are usually the ones that we are waiting for; so, he didn't think it was going to be a problem. Brian felt it was fine with them and would hold off.

Regarding the contract for the water treatment plant which was the focus of the workshop last week, they reviewed the design and the building layout. He felt it was a good session. They did report to us as they had just gotten the results a day or two prior to that because of the poor soils at the site where the filtration building is being constructed. They had to do some geotechnical analysis, including a sediment analysis so the results just came back on that. They will be able to move forward with a mat foundation, basically a giant slab or what you would call a raft foundation. With that behind them, they can move forward with the last step internally before the Department of Health submission is to go through – the engineer of record review with the senior vice present who will be sealing the design documents. It will be a couple of weeks for his review and then they will address his comments and should have those plans out for the Department of Health review approximately February 13<sup>th</sup>. Brian informed the Board that they are shooting for about a month to get through the final reviews and get it buttoned up enough for the regulatory review.

In regard to well #3, Brian had a conversation with the engineer at the Department of Health. He conveyed the department's expectations that the well be formally decommissioned as and not just abandoned in place. Brian then asked the village's attorney as to whether there is any kind of legal issue with the fact that the village does not actually own the property that the well is on, etc. Brian is awaiting a response from the Village attorney to his questions. In the meantime, they are moving ahead with putting together a decommissioning plan that will have to go to DEC for approval. As part of that, we have to get a well driller out to remove the cap on that and send a scope, a camera down the well because we don't really have any information on it. We need to know what type of casing it is and how deep it goes, and what is at the bottom of it. This plays into the decommissioning plan as far as what we need to do. Typically, decommissioning consists of pumping the well full of grout. Basically, a little pad of cement at the surface, and then it is sealed off and decommissioned. Brian commented that of course, they will pull the pump out of there including all the piping. However, before doing so, they must provide the information on the well in order to demonstrate that the plan would meet DEC requirements. So, they will go ahead with assuming that what we are going to need to do. He said the department's expectation is that we will do so. Maryellen asked if we knew of a lease existing. Pete remarked that there is a series of transfer documents we received from the County. Brian did not know of a lease, but that we do have an easement, along with the easement paperwork. Pete informed everyone that he believes the easement is approximately from 1994, and that the property's ownership has been transferred numerous times since that. We do have a copy of it with no stipulation about what we can or cannot do to it. We essentially have access to do what needs to be done with the well to keep it functioning. Brian did remark that he doesn't think the easement language really addresses the question being asked one way or another. This is why we need an attorney for that one as it is beyond his engineer's powers.

Regarding funding, Brian reiterated that the village was awarded a \$2,000,000.00 Community Development Block Grant. The Office of Community Renewal will send a Grant Agreement that the village will need to execute. We should be seeing this in a few weeks, and they will be signed in February. The grant will cover construction costs, but also includes grant administration, which is typically performed by a third party (for Community Development Block Grants). This Federal money comes from HUD and there are a lot of administrative requirements, a lot of forms and procedures. They get right down to mandating what folders have to be kept, and how the files need to be organized. They give you a list of the different files that things have to be filed in, and you have to maintain those files at the village office and have them available for inspection by OCR at any time they want to see them. So, it is very complex.. We will not only be getting the agreement from

the State Office of Housing and Community Renewal in a couple of weeks, but also a project manager will be assigned to us. Pete asked if that's the point where we would go out with the RFQ for the administrative person or entity? Brian replied that would generally be the timing. There is nothing necessarily to stop you from doing that now, but typically you would wait to get assigned a project manager from OCR. Brian commented that they can assist us with submitting a proposal for those services. One of the things that needs to be done is to have a search online in the MWBE database for any firm that might work. We would like to provide those services or are registered as capable of providing those services, and you must email all of them the RFQ. We would like to take care of that and we'll provide the template for the RFQ. Some is working on that, so we should have that in short order. You'll have to go through a selection process like what you did for the engineering services for the project overall. It is a bit different with the Community Development Block Grant as there is certain language you must have in the RFQ that you didn't see in the solicitation for the engineering services which was per EFC requirements. Brian also remarked that it's pretty much the same thing. We will collect qualification packages, review them and make a selection and keep records on that. For the inspection, like EFC, there is some kind of form that we will fill out to certify that you met the requirements of the procurement for HUD's policy for sub-consultant services, and then turn all of this in. Brian informed us that going through the environmental review record per NEPA, the National Environmental Policy Act, we basically went through that process once we got the grant. They do a more thorough review, certify it and approved by HUD. We would then get approval to receive disbursements after setting up an account, along with more paperwork. The first bills that will be paid by CDBG from our grant administrator because their first task right off the bat is they have to basically put together a grant administration manual for the project. We will have a manual, and they will get everything organized, meet with us for further discussions including resolutions that the village will have to pass and some postings, related to various things like non-discrimination in housing and handicapped access, etc. Pete acknowledged that we need to keep those 3 balls moving in the proper sequence. Brian's firm will keep things moving with the RFQ for the services, but the environmental review record is on the village. So once we get a project manager on board, there is usually a kickoff meeting for further discussion. Once we know who we are working with, Brian said that most of the time there is a separate person that handles the environmental stuff that we'll work on directly. They are still anticipating short-term closing in the spring. He spoke with Kelly Lathan (Fiscal Advisors) last week and the only thing that EFC has asked for that we haven't provided at this point are the Bond Anticipation Note documents; they have the \$750,000.00 BAN. Pete acknowledged that the second \$600,000.00 went out yesterday via FED-EX. Brian remarked that Kelly did not have that as of last week. Once she gets those, she will submit all of it. As far as we all

know, there is nothing else that is missing on EFC's end, but they will reach out and let us know if there is anything else. As far as where we are at with closing, typically, they will send us an email with what they call the exhibit approval memos which are exhibits that go into the closing documents. Brian said that this summarizes the budget. The budget for the project and a couple of other things for your review and once those are in place, then closing gets scheduled and that closing is usually 3 months after the memos are all approved along with the exhibits. Pete asked if we were still looking at April or May. Brian answered that, hopefully, it is April or May, and he will make a note to follow up with EFC since he hasn't done that yet.

As far as rural development is concerned, Brian did have a reorganization refresh meeting prior to bid items that Rural Development is looking for. They are working on those last things our permits, regulatory approvals etc to go to them as part of the prior to bid package. Basically, what they call title to project site or rights of ways where we have to state that we have control, we have ownership or permissions overall all the property and land that work will take place on which we will not have. So there are exceptions that can be made on those forms. It is something that we will have to discuss with Rural Development and let them know kind of where we are at and how best to get those. The forms will be executed and sent back over to Rural Development. The first contract will be the water distribution mains and will go out to bid.

Brian said that as far as the Susquehanna River Basin Commission Grant, the village is continuing their coordination on that. He asked if we have any updates on progress on leader installations. Pete advised that the DPW has been a little busy with the weather, but we are still sitting at roughly new 100 meters installed. It is just a matter of getting them done as time allows. Pete reminded all that he doesn't think that we are even going to be spending all of that grant money, and that reduces the amount of our 10% commitment which is a good thing. It doesn't come out of the actual village water budget but rather the cost of the capital project. Sometime between now and the next quarter is to take a "test drive" of the new system and see how it works with between the DPW and the front office for billing.

Brian Skidmore informed us that they have prepared a first cut of a reassessment of the EDU's, the Equivalent Dwelling Units. There are a lot of highlighted cells in that spreadsheet that are our questions and things we need information on. Lauren Howard has kind of taken over to work on that and she has just got an updated parcel data that she is working on. Brian was able to update that and answered some of our questions with the property classifications. He would like some Village feedback on that and also like to get

when we can get this past year's meter readings and update our tabulation of water usage data and go back through that. Lauren gets through things fast, so she is the right person for this. Brian thought they would be able to bring this whole EDU assessment to at least a primary conclusion with some further discussion needing a pretty short order. He asked the guys since they are switching to radio reads for meters if they are reading the new meters now? Jared replied that meters were read last month with the bills going out at the beginning of this month. Kathryn told Brian that he could come pick up the water books at any time. She suggested getting the books here at the end of the month or sending someone down sooner. Brian said that they will probably send somebody down. He didn't think they would want to wait two weeks. It will depend on how quickly Lauren thinks she can tabulate all of that.

Brian Skidmore informed us that they have a couple more candidates for a construction observer. The mayor has made arrangements to meet with one before January 28<sup>th</sup> workshop and one after the workshop. We will chat with those gentlemen and take it from there, but we do have at least one pretty good candidate and two more to interview. Brian is cautiously optimistic that we will be able to get somebody local that can handle the job, which will be nice and much cheaper.

As far as the upcoming schedule is concerned, we will have our workshop in two weeks on construction impacts. We will get the filtration building and tank improvement contract in for the Department of Health Review – February. Brian put February 14<sup>th</sup> on there, but it is the 13<sup>th</sup>. This is a Saturday, so we won't be submitting that then. We will have the public information meeting probably in the last week of February or first week in March. We should be able to set a date at the workshop on the 28<sup>th</sup> for that.

Pete brought up two quick items to Brian before he left the meeting. One is that the village did speak with our accountant regarding the "singular audit" that we need for Rural Development packet– the Village's open task for RD. They will get us referrals on that. The second item is the NYSEG item that Brian discussed and whatever you can get us on that one so we can get started early because NYSEG can be slow. Brian agreed to this. Pete commented that it on other projects it has taken a long time to get from point A to point B with them. Brian has some information that he will forward to us tonight along with the NYSEG information. There is a person that works for our MEP engineering sub-consultant that will get his contact information so that we can coordinate with them to determine

what is needed there from the town or from the village. Brian Skidmore then left the meeting at this time.

Pete then asked Jared Kline if he had anything else on the water project regarding DPW- Jared advised that he had nothing to add. Also, the lead service line inventory was sent to the Department of Health today, and they will probably come back with questions. Jared now has a list of those lines that are unknown on our part. Once we get those resolved, then we will be able to go back through and collect the information on the “ unknowns”and those customers that are listed as l galvanized. Thus far there have been no lead lines identified.

### **Department Reports and Action Items**

#### **Fire Department Report:**

Jared Hanslmaier reported that there were 113 calls for the year, increased participation and more miles on the trucks. They were also called to two EMS assist, and to CMH in Norwich for a fire alarm due to the Norwich FD being on a fire call. They have two upcoming fundraisers: March raffle and a February bowling tournament. The annual FTB refresher and SCBA training course is underway, aimed at 15 qualified interior members. Truck #255 is experiencing ongoing technical issues; troubleshooting continues. Smart batteries for county portables for the radio were discussed. Constitution and bylaws updated and passed. The firehouse floor was measured for repair quotes, awaiting estimates. Transition to new fire reporting system nears, requiring more detailed reports. The boiler system for the firehouse was discussed. If one boiler goes down, there is a secondary option to manually fire the other one up. Maryellen will investigate this further to explore options/quotes.

#### **EMS Report:**

Bryan Whitaker was absent from the meeting. Pete reported that we signed the contract with Columbus yesterday: We are now servicing the Columbus Fire District with EMS. The Town of New Berlin has signed their service renewal contract as well. We have not seen the hard copy yet from the town. Pete also commented that Bryan is maximizing the staffing with what personnel we have at this time. He is working on shifts and trying to clean up old

records. We have had folks who have not pulled a shift in quite a while, so Bryan is asking them if they will pull shifts consistent with the EMS Employee Manual. If not, they must let us know, and if so, we need to work together and try to get the maximum number of shifts. It ties in with the ALS piece. There is a reference in the notes that says that we are going non-ALS. We still have a couple of ALS that are still on our roster and need to find out if in fact they're going to be able to continue to pull ALS for us or not. It is more expensive obviously to have ALS, but ALS is roughly 20% of our calls. We also have the provision to have the county back us up with ALS anyway, so it is not going to be something that would be a decrement in service to Columbus or the Town of New Berlin or the Village of New Berlin. We would be the agent that would be coordinating it. Again, as a matter of cleaning up our staffing issues and moving forward, Pete explained to Columbus yesterday that the non ALS means that we will coordinate for ALS. Dave asked Pete how does it work if we get a call and do we know it at the time we hang up? It can be called in as an ALS and it winds up not being one. If a call "turns sour" on us, then yes, our first guys on the scene would be making the call and requesting ALS- That's one of the beauties of the command vehicle. While our BLS Team is working on the patient, the command vehicle can be doing all the communication. So it buys us a little time. Pete remarked that in the short time since the procurement of the command vehicle there have been 6-7 times that we were able to respond without having to take the ambulance and regular crew out of play.

#### **Code Enforcement Report:**

Brian Banks was absent from the meeting. Pete informed us that he has not heard anything from Brian, but you will notice that 17 Green Street is looking a little better. The log truck – a portion of it – has been removed. It had previously been there for probably the last five years. On the front area of this property, the tenant, Jerry has been communicating with Pete personally. We are trying to help him do what he needs to do to make that front area look better and be safer. There obviously is another property down in that area that is moving in the wrong direction, and we shall see what Brian can work with the landlord on that one.

Maryellen asked if we had issued any shoveling warrants. Pete will check with Jared on that because Tom Vaughn and Lisa are fully aware that every time we do anything in front of the market building, they are to be paying for it. Pete did tell them that it was going to get expensive if in fact we continue to have snowy and icy winters, but they said they were fully prepared for the charges.



Dave remarked that we might want to run that one up the flagpole {legally} a little bit like in terms of liability so if we do it enough and so he's just expecting us to do it.. However, if we don't do it thoroughly and if we do it in the morning and then things freeze back over because we are taking on in some manner responsibilities for salting that thing – is that a liability? Pete asked if we need some sort of contractual agreement. Maryellen thought either that or release of liability. Dave commented that we need something there as we could potentially get ourselves in a bit of trouble.

#### **Clerk/Treasurer Report:**

Kathryn informed us that she met Dan Farrell today, the new accountant regarding budget stuff. Dan will set up a very preliminary shell of the budget so that we can get together next month and start bringing those numbers out. Maryellen asked if he was going to do the spreadsheets. Kathryn wasn't sure but said he is doing it in Quickbooks. The capital project stuff was discussed. Dan will get the account set up in Quickbooks so we can track capital projects as capital projects instead of running them through the Water Fund. Payroll was also discussed. We ran our first payroll with them, and it went pretty smoothly. There are still a couple more things they are trying to set up as they could not get everything all set up in less than two weeks.

#### **Grant Status:**

CDBG application –This was covered in detail previously by Brian Skidmore.

SRBC Submission – No changes in the installation of the meters. There has not been a whole lot of dialogue between us and the SRBC since we received the most-recent reimbursement; however we know what will be needed.

Chobani Legacy Grant – This grant was awarded in the amount of \$250,000.00 for the park. We will further cover this under New Business.

#### **Committee Reports:**

CD Loan Committee – Tony Canuel was absent from the meeting. Maryellen informed the Board that there are no changes, no late payments and everything looks good.

Community Events Committee - Kelly Banks was absent from the meeting.

### **Commissioner Reports and Action Items**

#### **Building and Grounds/Maryellen:**

Firehouse driveway sealing – to be done in 2026

Painting of library – to be done in 2026

Exposed 2x4's in entryway of apartments – Maryellen stated that Charles had previously looked at this. He struggled to figure it out since it just doesn't look nice. When the other contractor installed the door, he just didn't do a finish on it. She didn't have an opportunity to bring Charles back for anything, so it's been left undone. Pete wasn't sure whether to close it out or not. Maryellen suggested that we can close it out. It's an aesthetic, so there is nothing wrong; the door works and there are no drafts or anything like that – it just doesn't look great. She did comment that the whole hallway needs to be painted, but that is for another day.

Painting of gazebo – tabled

Solar lights for park – tabled

Update Employee Policy Manual – General –

Update Employee Policy Manual - EMS – Maryellen asked if there was to be a discussion tonight or do we want to move it to a separate meeting to be able to go through and compare the updates that we made as part of the EMS manual. Pete stated whether it makes sense if we take what we've got with EMS and put it into the main draft. We can then do it as a proposal that everybody can look at in a separate meeting. Maryellen will combine those with the EMS policy. She is in the process of updating the change log with all the changes that we made so that we have a history of it. It should be done early next week.

Damaged siding at the firehouse – Maryellen will be working on this next week.

30 Moss Street – This is done so we can take it off the list.

Fair market value estimates

- Undeveloped land adjacent to Rotary Pavillion

- Lower parking lot of Milford Academy

Maryellen updated all on the the fair market value estimates, SO1 appraiser came on Monday and did property up the hill as well as the parking lot. The second appraiser is coming on January 22<sup>nd</sup>. She had contact with a third appraiser and made the executive decision to back out because he wanted to charge triple what the other two appraisers were charging. Pete said the timing of that is good because you know particularly about parking here and what gives us some ideas and preparation for our meeting with B&L on the 28<sup>th</sup>. Pete is getting some pressure from Good Shepherd on the other property up the hill. Maryellen said the appraiser will not release the reports until he gets paid, but he hasn't sent an invoice yet to get paid, so I don't know if we have an opportunity for something off cycle with him once he gets us the reports to be able to pay that.

We are done in the apartments upstairs from the plumbing standpoint. Kathryn was given the last invoice today.

**DPW/Jim:**

Jim didn't have any specific comments. Pete did say that he mentioned to Jim to try to get some names as far as soil stability as we start to think about what we can do with the basketball court area – whether we save or replace that side wall. It might be such that we can reorient some of the parking up on Cushman Street and gain some spots. Jared Kline did say that he had the same question about redoing the parking spaces up there also with this. Pete would like to have this option.

**Fire Department/Dave:**

Dave commented that we have heard everything that is going on from the Firehouse earlier, and we already talked about the basketball court. He thought it would be a good idea to get a list for the park. In general, everything that we want to do there. We don't know if \$250,000.00 is going to cover everything we want to do or not, and if not, can we get some additional; maybe other donors to help. If not, let's get that list of stuff prior to the timing. Maryellen asked about the local Stewart's grant that was supposed to be submitted. Was that the one that has to go in January? Pete commented that it went in the Fall, right before Christmas time. Dave suggested that it would be helpful if we had a committee or team to come up with a list of everything we want to accomplish and prioritize it in case we run out of money.

**Youth/Kelly:**

Kelly was absent from the meeting.

**EMS & Mayor/Pete:**

Emergency Operations Manual – Pete and Bryan have had some discussions about it. It is time for the annual requirement activity that we do. We had a meeting on that a couple of years ago but have not had one this year. Pete stated that Bryan has some ideas and we will try to convene. We reached out to Dr. Brenton Taylor at the school. He is looking for opportunities to partner. We are meeting on the 29<sup>th</sup> of January with EMS and the school as the first of those partnerships. This may be something that we can plant some seeds and see if in fact there some resource is sharing some cooperative efforts that we can do in support of emergency operations. The facility down at the school offers a lot as far as a potential Red Cross Shelter and things like that. In fact, if we need one right now, the local designated Red Cross Shelter is the South New Berlin Firehouse. However, Pete offered that he thinks that the school may offer some additional capability for us and be more convenient.

**Revitalization/Urbanization Plan** – Pete commented that the plan has been rewritten, but he is not satisfied enough to get it on out to the Board for acceptance. There are many pieces to that, and it is 25 pages long right now. It needs to be restructured again, but it does meet the requirement of having a revitalization and the refurbishment plan as part of the comprehensive plan. Pete spent a good part of the Christmas holiday trying to rewrite and update the plan that he drafted in 2023.

We will walk about the investment policy, the EMS funds for the \$5,000.00 from St. Andrews for EMS training. Pete spoke with Fr. Steve, and he said just tell me how to correct the funding that is to the EMS. Pete said that courses have been taught by the American Heart Association such as CPR and First Aid down at the Firehouse. We are going to continue doing that. Pete commented that this will probably consume about half of that but there may be a little bit of funding left over. This would allow us to reimburse an EMS person for potential work-related courses that they take. ccSo, it was going to be carefully structured with the understanding that those who receive reimbursement incur a period of service obligation.

**Cameras in the Village** – Pete commented that he spoke with David Kaminsky today about them. NYSEG is again being relatively bureaucratic about this. They wanted to know model

numbers and all sorts of things as far as the cameras that we are using. Dave now has all the information and is sending on so they can process it. We do have operational current cameras at the four corners, and they are able to be monitored at the police station. Pete also stated that down at Mirabito station, the intersection of Main and Lake Streets, there is a camera that is also a license plate reader, and because of that and its location, it also needs DOT approval. So, in February, Dave is going to have for us the motion that or the resolution that we're going to have to be able to send to DOT – to be able to activate that camera.

### **Old and New Business**

#### **Old Business:**

-Spectrum Service Update – Maryellen did get a hold of Curt again from Spectrum and we are establishing weekly meetings until this thing resolves. Maryellen has not gotten the meeting planner, but it is scheduled for Tuesday of next week. We are now on our 6<sup>th</sup> project manager regarding this issue, but hopefully with the weekly meetings, this will keep everybody on task.

-Cell phones for DPW and Village Office – Pete commented that we have cell phone for the front office and EMS, and they are both working. Kathryn updated that EMS, DPW and the village office all have functional cell phones, so we can put those numbers out. That can be the number for DPW since that phone doesn't work in the garage anymore. Kathryn did update that there is still an issue with the phone at the well house that needs to be addressed. Maryellen asked if it was the same situation when the internet was down at the garage and you had to call. She thinks it's probably the same situation that somebody has to be there and call so they can walk through the process to see where the issue is. Jared seems to think it is a programming issue. This was discussed a bit further with Maryellen stating that Spectrum will not send anyone out to check the issue until they talk to somebody that is physically at the building to do some diagnostics because they might be able to fix it remotely depending upon what it is.

-Jared (DPW) laptop – Pete informed everyone that Jared now has a functional laptop, thanks to Allan Hunter. Thank you to Dave for making that happen too.

-Municipal clock repair update – No updates.

-Recording of Village meetings – Pete commented that we are working on having a recording right now during this meeting. Dave commented that he will use the copilot to summarize the meeting, but we will also have the recording as well as the transcript, so there will be access to all of it.

-Chase Memorial update – no update

-Snow removal of municipal lot behind NBT – skipped

-Schedule a public hearing regarding village parking – skipped

-Water tank inspection – Jared Kline is working on scheduling it

-Tapping fee for water service line – skipped

-Playground inspection follow up – tabled

-Gas tank for municipal vehicles – Pete commented that we will get the 330 gallons. Jared confirmed it. Everything is ready to go between diesel, gas and propane; just waiting on them to bring us a delivery. Richard Noble asked if we have a delivery contract to supply the village with gas? Jared answered that they will call them every month, but they're not locking in at a price; just like your local gas station, it will fluctuate every day. However, we do get a discount.

-BAN update – Pete commented that we mentioned the \$600,000 BAN was auctioned approximately on the 7<sup>th</sup> of January for 3.65%. It went to Jeff Bank, which is somewhere down toward the city. Pete had never heard of Jeff Bank before, but we had hoped that it would be convenient. Richard Noble stated that it is in Dutchess County and he will have Lisa take a picture. Pete said that the money will arrive on January 21<sup>st</sup> and be put into the account that has been created. He thinks it's currently listed as a CDL. Kathryn commented that the capital project checking account used to be one of the CD Loan accounts Pete informed us that we will pay back the \$600,000.00 for the first BAN that we had, along with roughly \$24,000.00 of interest that was accrued. Pete also commented that we are burning through money and that is why he is hoping to see the EFC funding.

#### **New Business:**

- Hyde Park Refurbishment – Pete informed that those dollars are here and we are going to need to try and assemble some level of a committee to look at what our options are. Again, he anticipates that between the replacement of the equipment that has reached its end of its safe and useful life, and the construction of the basketball court, we are going to consume most of the \$250,000.00. Maryellen asked if the summer concert series scheduling be impacted by the construction (as per inquiry by Michelle at the library). Pete

said that it will have to be figured out as he does not know the timeline yet. Maryellen asked about the gazebo. Pete hopes that we have enough money to either enhance or replace the gazebo, and we may want to even reposition the gazebo.

- Worker's Compensation – Pete commented to Kathryn regarding something from NYCOM about Worker's Compensation. He suggested looking at it and see if in fact it is something that needs to be addressed on the personnel side or whether it is replacing an existing Worker's Compensation process. He will get this to Kathryn.

He also asked if we were going to have a separate meeting on EMS or on the personnel manuals. Maryellen remarked that in regard to the personnel manual, Pete had talked about something that has an annual review. We are supposed to go through that every year. She can send out like what was requested; the section to be modified, but at some point in the near future, we should be going through that entire policy again because she doesn't think it was done in 2025; possibly done in 2024. Pete believes it was done at the end of 2024. Maryellen then commented that we should schedule a separate meeting. She will make the update like requested and send that out to everyone. Then it is just a matter of talking about the actual policy. Dates were discussed, but Pete said that the most pressing public hearing is regarding the transfer of property to Good Shepherd. He suggested the 4<sup>th</sup>. Also, Pete asked if we want to let go of this property at fair market value. He will bring this up to Jason at Good Shepherd and perhaps Patty, the Executive Director of Chase. The time of 6:00 pm was suggested. However, Richard Noble suggested the time of 6:30 because of people coming from work. He also asked if there is going to be a public announcement covering what will be covered at the meeting. Pete replied that we would announce it. Essentially, it is a matter of not needing to do this as not a legal requirement to do it to sell the property. Richard thought greater detail should be put in a blog on the website or something that says what they are proposing to do and that he guarantees that 90% of the people have no clue. Pete thought that we could do this in preparation. We will just say that it's still in exploratory stages, but they want to be able to continue to design. Richard asked if they are planning on doing simultaneous occupying of the existing facility and then build a new one and do what the county is doing which is after they build the new one, move everybody in and then tear down the old one? Pete commented that they are still trying to figure out what to do with the old one. Richard commented that there might be a point that they could save the old one and expand the facility a bit. Pete replied that the reason they are looking at this other property is because of wastewater concerns. There are certain things they cannot do and that current facility is challenged as it's from the 1970s and has not been updated.

-Village Parking – Pete asked if we want to do that at this point. Maryellen suggested seeing what happens with the appraisal and putting it on our calendars. Pete agreed with this. Richard Noble commented that he could volunteer the lot on West Street that he owns, so that we can park the construction equipment there and not have to take up village parking. Pete commented that he was concerned because we are going to disrupt traffic patterns here at the four corners, so there would be a problem parking in front of Frank's and some other areas that we are going to lose parking spaces there.

Maryellen commented that we must work in the finance workshop and budget meetings. Pete said regarding the finance workshop, we probably need to do this after we have had a chance to look at Farrow's assessment of where we are and this will essentially be at the 7.5 month point of the calendar year. He also commented that we have a lot of money parked in places where it is not working for us. He believes most of the money is in a money market account so it is making some interest, but there are other tools that we could be using like our MMDA. Maryellen asked if we should schedule it or is that something else, we have to hold? Pete suggested perhaps sometime in the last couple of weeks of February. The 26<sup>th</sup> at 5:30PM was decided upon for this meeting. Maryellen asked Kathryn if the report running out of Quickbooks will show the previous year – the budget totals? Kathryn replied yes, but it is going to show when we started using Quickbooks online, so it will show roughly half the fiscal year. Maryellen discussed more regarding building the budget for 2026-7.

- Resolution to approve abstracts.

Maryellen read the resolution approving the payment vouchers, whereas the Treasurer of the Village has presented the following bills for payment: General Fund \$62,934.24, Water Fund \$8,890.52, EMS Fund \$5,614.66 and Capital Project Fund \$906,660.60; total expenditure is \$984,100.02. Whereas, the Board of Trustees has audited the claims presented for payment now, therefore be it resolved that the Village of New Berlin Board of Trustees hereby approves payment of the aforementioned bills for payment resolution introduced by Maryellen, seconded by Dave. All in favor.

-Addendum to Public Concerns and Visitors

Allan Hunter commented that he would like to bring something to the Board's attention- {The Board entertained his comment he had as arrived just after the initial period for Public Comment at the beginning of the meeting had closed}.



Since he helped with Jared's laptop and office staff computer issues, he thought there was more of a need for that kind of support. He commented that the mayor had suggested to him to become a board member to accomplish those tasks.. Allan asked the board if they would like him to act on behalf of the village to reach out to places like Spectrum? There is an issue with our mail server that we don't know how to get in order to get our current support people in the front office onto our new Village of New Berlin website. The email services are scattered, so they are not all coming through the same server and no one is getting backed up. There are security issues and inconsistencies in the mail handling. Allan informed the Board that he has been an IT professional for 40 years and he knows certain things that have to do with these options and services. He would be willing to volunteer for his services, but he cannot act on behalf of the village without permission as that would be illegal. Maryellen agreed and said that Allan would have to be added to whatever accounts he would need to access. Pete remarked that he did pose the question regarding this to NYMER. It seemed overly restrictive, but Allan would have to be Board designated/authorized. We have volunteers for other departments, so Allan asked why not for IT. Dave wanted to check on the insurance aspect of it all regarding this role.

Maryellen moved that the Board enter into executive session. Dave seconded the motion. All present approved Kelly was absent. The board entered into executive session at 8:20 PM.

The Board came out of Executive Session at 8:55 PM.

Maryellen made the motion to increase Cindy's wage from \$20/hour to \$22/hr starting on 25 January 2026. Dave seconded the motion. All present voted in Favor- Kelly was absent.

Maryellen voted to adjourn the meeting at 9:03 Jimmy seconded the motion. All present voted in favor. Kelly was absent. The meeting was adjourned at 9:04 PM.