

VILLAGE OF NEW BERLIN

July 14, 2026 Board Meeting Minutes DRAFT

Call to Order: 6:39 PM

Pledge to Flag

Roll Call:

Mayor Peter Lennon – Present

Deputy Mayor/Trustee Kelly Banks – Absent

Trustee Richard Noble – Present

Trustee Allan Hunter – Present

Trustee James Crawford – Absent

Attendance:

Clerk/Treasurer Brian Pinney – Present

Jared Kline – DPW Supervisor

Brian Skidmore – Barton & Loguidice

Tony Canuel

Audra Prentice

Maryellen Canuel

Lisa Serradilla

Michael Wesolowski

Approval of prior Board Meeting Minutes:

9 June (Regular Meeting), 22 June (Special Meeting). Richard made the Motion to approve the prior Board Meeting Minutes, both the regular and special meetings that were not yet approved, seconded by Allan. All in favor. Kelly and Jimmy were absent.

Public Concerns & Visitors: Names listed above in attendance.

Water Improvement Project Update from Barton & Loguidice:

Brian Skidmore reminded all that off by tomorrow(15 July) the water main construction contract bids will be opened at the Chobani Center- due by 10:00 AM. Carley, Lauren and Allie, from their office, will be in attendance. Each bid will be read, the base bid and each additive bid. They will read all the names and numbers. The book and envelopes will be taken back to the Barton and Loguidice office as they will do an official bid tabulation on a spreadsheet and check the math, make any corrections and then look to see who a favorable bidder would be. One thing they do at the beginning of the bid is they will announce what the budget is and that is the number that they will take with those bids and start with the basic. If it is below our budget, the lowest bid is below our budget, then they will add the first additive into that bid. If that total is below the budget, they will go to the next one and so on until we are over our budget; then we back that last one out and whoever is the lowest. Lauren and Carley need to know if it was confirmed at last night at the Town of New Berlin that the gravel pit could be used as a lay-down area. There were some unknowns to be answered by the selected contractor- such as where would put their trailer and any support materials. We had already received the town's blessing for a lay-down area, but we had not asked about a trailer. Pete told the town that depending on the contractor, some may operate with a trailer, while others may be looking for a storefront. The contractor will need to provide our (B&L's) resident project representative with a field office as well. Sometimes, those offices are in a retail space. The only thing the town asked was if there was a need for insurance; is there insurance protection for the equipment and the materials that would be in the lay down area. The insurance company representative from Gate-Cole/Highstreet, was present at the meeting and recommend a hold harmless document for the town.

Please see the attached Agenda/Memo from Barton and Loguidice detailing progress, funding and upcoming schedule.

Department Reports and Action Items

Fire Department Report:

Audra Prentice represented the Fire Department tonight. She did not have the Call Report. Once received by Jared Hanslmaier, we will put it out in the formal Minutes. Larissa is wrapping up the inventory so that she will be able to share with Richard what equipment they have down in the firehouse and kitchen area that may be tracked for buildings and grounds' and insurance-related inventories.

There are a couple of doors that they would like to talk with Richard about securing, particularly related to the kitchen. Pete explained the department's request for four sets of "on-scene great". This will reduce the need for full PPE for those directly engaged in fire-fighting. We will vote on it under New Business. This will allow a couple of folks who have gear that needs to be turned over to interior folks but are operating outside. Their gear will be replaced with the support gear that they need, meaning shoes, headgear, jackets etc., but not the heavy-duty gear that would be required for direct fire fighting. By doing this, the fire department will save somewhere around \$5,000.00. Also, the other piece of this is obviously that you've got various sizes and you don't want to have somebody going in and do an interior operation with poorly-sized equipment.

Jared Hanselmeier is locking-in the report for the department's fuel consumption. He will be getting that report for us in the coming weeks.

Pete asked Audra whether the general membership passed the category of "social members". He advised the Board that the social membership is essentially recognition of people who are not active members or retired members but have been actively supporting the fire department in other ways. However, this status does not grant them benefits associated with free usage of the Chobani Center, etc. This is a great way to recognize the people who have supported the fire department and try to get them on the path of being more active members.

The last thing to discuss is the Emergency Operations Manual. An upgrade was started by the EMS personnel with dialogue started- it still needs to be reviewed reviewed by the fire department. We will set up a meeting in the near future to take that manual to the next level of sophistication. We will include the County OES in the process as well as the Town of New Berlin.

EMS Report:

-Monthly call and Activity report is attached for review.

Pete advised that there are some ongoing actions with the EMS that the Board is addressing off-line, but are not yet ready for public release.

DPW Report:

Jared updated the attendees on the resurfacing of Lake and Whitmore. We will need an estimated 1500 tons of material. This will be costly (perhaps in the area of \$10 per ton)as

the Town cannot assist this year: and we are having the numbers crunched. This price is a direct result due to the increased cost of diesel and asphalt, etc. Jared discussed how we do not want water mains in the streets. It will be a lot more expensive to fix.

Jared will sit down to match up the increased cost for resurfacing, the adjustment in the truck, purchase cost, and other expenses that we have so that we don't get ourselves in a position where we are absolutely tapped out of CHIPS. We will work with Hana, the CHIPS manager, and make sure that we crawl upon into the right funds in the right sequence so that we can get the maximum use out of the dollars that we have available.

In regard to the lead service line inventory: We have met the 30 June County requirement to provide the Health Department a copy of our notification flyer (included in the water bills) to those whose lines are still listed as "unknown". They stated that for some reason, they had not seen the latest State inventory.

With meter installation, we have approval from SRBC to do these meters ourselves. This should save us roughly \$125.00 per meter of the remaining meters. We have approximately 142 meters still to install. Jared is working to identify those that would be better installed by the contractor at the contract cost of \$225. By doing this, we save a significant amount of money.

The West Street bridge is completed. It is not for vehicular traffic or heavy traffic but certainly can handle pedestrians and bicycles

. We now have the sweeper. We will put the other one on Auctions International for parts as there is not much else that can be done with that old Pelican.

Code Enforcement Report:

The report was sent in as Brian Banks who was not present at the meeting. He reported that there are two properties that have grass violations, and three properties for garbage and/or vehicles. Violation notices have been sent and two are being closely watched.

Clerk/Treasurer Report:

Brian Pinney reported that the village office is still collecting taxes. Water bills went out for July- the billing notice also requests people provide their email addresses to our office. This will save us on postage. We would like to have at least half of the accounts sent electronically.

Brian highlighted the benefit of the IntraFi program. For all accounts, EMS, Water, General, Capital, Cemetery and City Loan. We have accrued \$17,684.00 in interest since January 1st.

The Annual Financial Report (AFR) is currently being worked on by our accountant (Farrow & Locke) . We had a meeting a couple of weeks ago to clean up some classifications and make sure he had everything he needs to do.

Grant Status:

Pete advised that we already covered the Inclusion of Water Project in 2027 Appropriations Bill as part of the B&L presentation.

Committee Reports

CD Loan Committee:

Tony Canuel reported that there are 12 active loans. The outstanding balance on active loans is \$99,638.29. There were two delinquent payments this month. We do have one loan that is in the process and has been approved of for \$25,000.00. This then leaves us \$120,383.72 available for lending. We currently have \$145,383.72 invested in the MGT. We are getting 3.5% on that. We do have two pending loan applications, and the committee will be meeting on Tuesday. These two loans are a total of \$45,000.00.

Community Events Committee:

Kelly was absent from the meeting. Her report is more oriented towards the park renovations. This will be covered under the commissioner's report.

Commissioner Reports and Actions Items

Building and Grounds/Richard:

Firehouse Driveway Sealing – Richard discussed the estimate for sealing the concrete pad in front of the fire base. In addition to sealing the concrete pad, they will replace the caulking along the building to the concrete pad site and will align the asphalt to the concrete pad site and then provide the proper sealing for that. There is an issue with the asphalt at one side closest to the building being only three-quarters of an inch. At the far side of the pad, it is two inches. Obviously, we will have to make it all 2 inches. The problem is that if we don't do that, the building side asphalt over the next couple of years will encroach upon the concrete pad and one of them will crack. is being addressed. John

Stutman will be here on Monday to look at it regarding the caulking, etc. and give us an estimate. Richard motioned that we move to accept this estimate and he is scheduled to start on September 1st. We will roll this over into New Business so that we can act on it.

Painting of Library and Village Office – We are approximately 70% complete on the entire building. They do plan on bringing in the big ladders this week to finish the upper portions of the back, the side, both sides, and the upper parts of the front of the office, as well as the library. The white will be done after the base color. If we make a payment at the 75% point, the painter will knock off another \$500.00. Total savings from the original quote will be \$1,000.

Exposed 2X4's in entryway of apartments – Richard will develop a plan to make it look better.

Front Apartment Insurance Claim – Richard advised that courtesy of Maryellen, we have received the settlement for the front apartment. The check has already deposited in the bank

Rear Apartment Rental Update – The rear apartment painting is completely done. The back wall in the closet has been rebuilt. New plumbing and boxes have been put in for the washer and dryer. The washer and dryer is on the back deck. Richard is finishing up the electrical work. The carpet cleaner will be here on July 21st. We will start showing it once the electrical work is finished. It will be advertised on Facebook, our website and the text service. There will be a few minor changes in the lease agreement.

Painting of Gazebo – This is moved to Kelly: New Gazebo/Bandstand to be considered as part of the park revitalization program.

Solar lights for the park – Moved to Kelly: To be considered as part of the park revitalization program.

Damaged siding at the firehouse – Richard has called several people, who do not make the same tile or that we were never their client. We will need to go through the contract documents to get a match for the pattern.color.

Speed sign status – Kelly found the speed detector on the top of West Street smashed. The device actually belongs to the Town which has submitted an insurance claim. They will be procuring a new one. Wendy is checking to see exactly how much damage was done and if there are parts that can be salvaged.

DPW/Jim:

Jim was not present tonight.

Fire Department/Pete:

Previously addressed.

Youth/Kelly:

Kelly was absent from the meeting.

Hyde Park Revitalization Update: Her report regarding the park renovation and playground equipment is attached for review.

Mayor/Pete:

Emergency Operations Manual – Draft Under Review – working with EMS and Fire Department to schedule external stakeholder review.

Employee Manual Update , Revitalization Plan and EMS Training Policies saw no action this reporting period

Cameras in the Village. NYSEG has reached out and asked if in fact we would submit one other document. I believe it has been submitted multiple times, but the data is not in the format that they fully accept just as a standalone. Pete has asked Richard to engage in that, hopefully as early as the end of next week. All the cameras are up. It is just a matter of having NYSEG turn on the powers at those five poles they control. We do still have active cameras at the park and at the four corners. Ultimately, all the cameras go through the same control system, and we have several cameras on one screen at the police station.

Old and New Business

Old Business:

Spectrum Service Update. Courtesy of Maryellen Canuel, she has got the first main number for EMS ported. In her note, she indicated that the old fax number was to be terminated. Richard asked for it not to be terminated and ported based on new information

that he had received. Other than that, once he gets confirmation that the modem is active, then he can splice in the existing wiring to the modem.

Update on Home Rule Authority to alienate park land and execute sale of 7.6-acre parcel to Good Shepherd Communities. There are no new updates. To reiterate, it was passed on June 4th at the Assembly and the Senate levels. Since the legislation was initiated within the Senate, it goes back to the Senate and then they will process it and forward to Governor Hochul, who has 10 days to sign it. This grants the Village the authority – called alienation- to transfer that property at fair market value under Home Rule to Good Shepherd communities.

Tree Removals in cemetery. No updates.

Acoustic tiles for Chobani Center. Richard advised that he found a solution that works so that we can use the tiles that Maryellen had previously purchased. It will be a throwback to the old-fashioned picture rail system that we used to use. He explained the process with installing it.

Assignment of Systems Administrator for Village Communications/Network Duties. This will be tabled until next month to allow Allan and Richard to develop a plan.

Claim from Bruce Riley. The Village has received a notice of small claim initiated by Bruce Riley for some costs (security deposits and pro-rated rent) associated with the apartment rental for Carol Riley. We will discuss it further.

Hydrology Assessment of Charlotte Ave (B&L). Pete advised that Allie and Lauren were here approximately two weeks before to assess the drainage at Charlotte Avenue- around the corner from Steve Mahar's and York's properties. Currently there is an area where the water overflows without diversion. Once it overflows, it runs in Mr. Mahar's area floods his basement on numerous occasions. We have temporarily diverted the flow, but it is not the ultimate solution for all parties. Barton's team will take another look at it, but we do have a concept that can be executed following the water project. Pete asked Jared that when the water main becomes inactive, will we be able to put in a deeper catch basin as well as some other steps? Pete also asked if the current water main line will be replaced by one more under the main roadway. Is this the catch basin that sits on top of the existing water main? Jared confirmed and said it has been a problem for 20+ years. The water main is going to be 10 feet away from that current catch basin. Then we can put a catch basin which is deeper capable of handling a larger volume. We're also considering putting in a secondary one further west on Charlotte/Holdridge Hill Rd. once the water main has been abandoned.

New Business:

Selection of Prime Contractor for Contract 1 of Drinking Water Infrastructure Project – 22 July at 6:00 PM. It will be held at the Village Office and open to the public.

Approval of PPE for Fire Department. Up to \$4,500.00. Richard made the Motion, seconded by Allan. All in favor. Jimmy and Kelly were absent.

CD Loan approval. Allan made the motion to approve the new loan recommended by the committee for \$25,000.00, seconded by Richard, all in favor. Jimmy and Kelly were absent.

Purchase of truck for DPW – reimbursable from CHIPS to be addressed further when an assessment of the bed on the current truck is evaluated.

Pro-Housing Resolution. Resolution number 14, Pro-Housing Committee's Model was read. Whereas the Village of New Berlin here in after local government believes the lack of housing for New York Residents of all ages and income levels negatively impacts the future of New York State's economic growth and community well-being. Whereas, the housing crisis has negative effects at the regional and local levels, we believe that every community must do their part to contribute to housing growth and benefit the positive impacts a healthy housing market brings to communities. Whereas, we believe that the supporting housing production of all kinds in our community will bring multiple benefits including increasing housing access and choices for current and future residents, providing integrated accessible housing options that meet the needs of people with sensory and mobility disabilities, bringing economic opportunities and vitality to our communities and allowing workers at all levels to improve their quality of life through closer living to their employment opportunities. Whereas we believe that the evidence showing that development supports walkable communities which have significant environmental and public health benefits. Whereas we believe that the fair housing and reducing segregation is not only required by law, but it is essential for keeping our community strong and vibrant. Therefore, it is hereby resolved that the Village of New Berlin, in order to take positive steps to alleviate the housing crisis, adopts the pro-housing community's pledge which will have us endeavor to take the following important steps. One, streamlining permitting multi-family housing, affordable housing, accessible housing, accessory dwelling units and supportive housing. Two, adoptive policies that affirmatively further fair housing. Three, incorporating regional housing needs planning sessions. Allan made the Motion to approve the estimate, seconded by Richard. All in favor. Kelly and Jimmy were absent.

607 Painting. Richard made the motion to approve paying \$3,000.00 now (at the &5-percent compete point) to receive a further discount off the total price of \$500.00. Allan seconded the motion. All were in favor. Kelly and Jimmy were absent.

Resolution No. 2026-13 “Resolution approving the payment of vouchers. Whereas, the Treasurer of the Village has presented the following bills for payment: General Fund - \$34,159.98, Water Fund - \$10,200.75, EMS Fund - \$4,078.91, Capital Project Fund - \$109,349.32 with total expenditures of \$157,788.96. 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 payments. Resolution introduced by Allan, seconded by Richard. All in favor. Kelly and Jim were absent.

Executive Session (if needed). Richard moved to enter Executive Session; Allan seconded. All voted to enter Executive Session at 8:20 p.m. to address a personnel matter. Richard moved and Pete seconded to come out of Executive Session at 8:35 PM.

Richard moved and Pete seconded to request a contract quote from Public Sector HR Consultants of Glenville, NY and continue the Village’s ongoing engagement with Bond, Schoeneck and King (Syracuse) regarding select personnel-related matters. All voted to approve.

Richard moved and Allan seconded to adjourn the meeting. All approved.

Meeting adjourned at 8:38 PM.

VILLAGE OF NEW BERLIN AMBULANCE SERVICE				
CALL REPORT - July 2026				
		MONTH		YTD
TOTAL CALLS		36		170
NB DISTRICT		34		152
V/ New Berlin		24		94
T/ New Berlin (incl. SNB ((Chen)))		6		33
Columbus		4		31
MUTUAL AID		2		11
Sherburne		0		3
Chenango County (other)		0		0
Pittsfield		2		5
Morris		0		2
Edmeston		0		1
SNB (Otsego)		0		0
Otsego County (other)		0		0
Madison County (all)		0		0
CALL DISPOSITION				
Transport		8		54
RMA (Refused Medical Attention)	UNKWN			14
Cancelled Prior to Arrival	UNKWN			4
DOA/Deceased (No Transport)		1		2
ANCILLARY CALL TYPES				
Structure Fire Standby		0	Dedicated	3
UVSD V. Football Standby		0	Dedicated	0
Event/Function Attendance		1		4
MISSED CALLS				
No Crew	UNKWN			49 INC. DOC
Crew on Another Call	UNKWN			3 INC. DOC
Maintenance		0		0
OOS - Outside Operational HRS		3		19

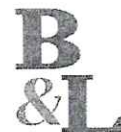


(V) New Berlin – Water System Improvements Project
Village Board Update – July 14, 2026

Attending from B&L: Brian Skidmore

Work Progress

- Water Mains:
 - o DOH Plan approval on 5/29/26
 - o Work Zone Traffic Control Plans
 - DOT approved plans on 6/1/26
 - Mayor working on arranging meeting w/ Chobani trucking logistics
 - o Easements 5/8
 - Received 58 out of 81 – 23 remaining (1 critical remaining – Well #3 property)
 - B&L is no longer pursuing remaining non-critical easements, they can be worked around.
 - o Pre-Construction Foundation Survey
 - B&L will have RPR do precon photos of outside of homes before construction
 - o Payment of lease agreement for supplemental parking near Main St. – eligible for RD only – 2 options:
 - Pay it with BAN, you'll have a balance remaining on the BAN that you'll have to renew and accrue interest on until we get to RD grant disbursements in the pecking order, and then you can pay it off, which will be toward the end of the project.
 - Pay it out of the water fund and get it reimbursed once RD grant is available. This would alleviate the interest.
 - o Resident Project Representative:
 - Local inspector declined RPR offer
 - Checking with other MWBEs and internally (need MWBE waiver to use B&L inspector)
 - RPR approval by NYSDOT
- Water Treatment Plant (WTP):
 - o Contract 2 received comments back 5/6/26
 - 14 pages of comments but no showstoppers
 - Advertise for bids at September Board meeting
- Well #3:
 - o B&L is putting together a sub agreement for well driller to decommission Well #3.
 - B&L has drafted and is getting pricing from driller



Funding

- OCR (CDBG)
 - o Released funds 6/5/26
- NYS DOH/EFC
 - o Short-term closing
 - Closing in September
 - SRF Exhibit approved for Gap Loan from EFC
 - o BAN funds released 6/4/26
 - Has Village paid NYSEG invoice for new service at WTP?
 - o MWBE Q3 2026 report due to EFC from Village on July 15th.
 - B&L sent monthly June report to Village
- RD
 - o Prior to Bid items – Contract 1 cleared, Contract 2 pending DOH approval
- Susquehanna River Basin Commission (SRBC) Grant
 - o Pete coordinating with SRBC
- STAG Grants
 - o Congressman Josh Riley, Senator Schumer, and Senator Gillibrand have short-listed project
 - o Short-listed projects now go to the House Appropriations Committee, who will vote on whether to include it in the FFY 2027 budget. Once it clears that hurdle then the budget has to be approved by Congress and signed by the President.

Upcoming Schedule

- July 15th @ 10 AM – Contract 1 bid opening at Chobani Center
- July 22nd – Village award C1 (Special Meeting)

July 14, 2026

Park Renovation!!

-Basketball court is complete!!

(Painting lines and wall to be done soon)

-Playground equipment is purchased. Main piece will be professionally installed around August 24.

Spoke to Jared to request DPW remove playground pieces we are removing by mid August, everything must be removed including footers.

-Planning a Community Day to install swings, small items and mulch, on August 18. Preferred will be volunteering along with others.

-Next with the remaining funds we will discuss the pavilion/gazebo, lighting, electric and seating.

Thank you, Kelly Banks